Election Inspector Training Coordinator Accreditation Workshop

An Accreditation Program for Election Inspector Training Coordinators



Michigan Department of State Bureau of Elections

May 2012

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TOPIC 1: OPENING THE POLLS

A board of election inspectors possesses full authority to maintain order in the polls, with the board chairperson responsible for overseeing all work performed. A *majority* of the board must be on duty at all times; an inspector may leave the polling place if necessary as long as the orderly operation of the polling place is not interrupted.

1. Preparation for Opening the Polls

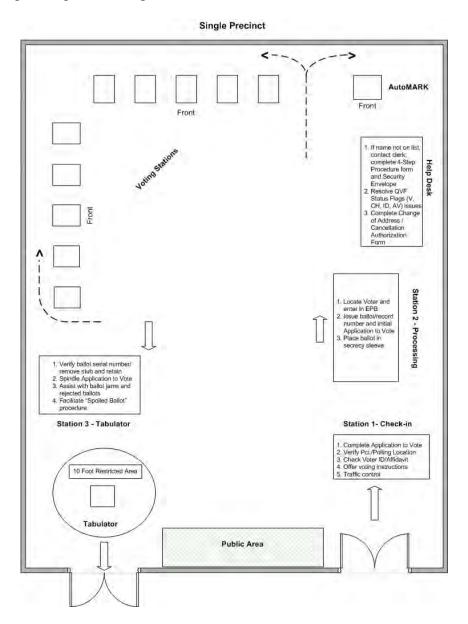
The following tasks must be completed prior to the opening of the polls:

A. Take and sign the constitutional oath of office typically located on the first page of the binder or traditional Poll Book.

OPTIC		F	ATION CERT OR AND VOTER	IFICATE ASSIST TERMINAL
Tabulator Serial No.			Tabulator Se	al No.
Terminal Serial No.			Terminal Sea	al No.
I certify that the above pr with law, and, that at the the seal numbers record	completion of the tests the led above.	assist terminal he e programs were	ave been properly pre inserted into the tabul	pared and tested for this election in a ator and terminal and sealed with se
Ward / Precinct No.	Signature of Clerk or Auti	horized Assistant		Date
ELE	CTION INSPE	CTORS' P	REPARATIO	N CERTIFICATE
✓ WE CERTIFY BY S	GNING BELOW THAT T	HE FOLLOWING	G WAS COMPLETED	PRIOR TO THE OPENING OF TH
	as administered to and s			
Verified that the ser	al number of the tabulate and seal numbers record	or and terminal a	and the seals used to	seal the tabulator and terminal wer
				ent was found to be in proper working
The ballot was verifi	ed by comparing each o ballot, tabulator zero tap	andidate's name	e and the placement	of any propositions on the ballot w
precinct instruction			TORS OF ELE	CTION
STAT	E OF MICHIGAN.		1	
COUNTY OF			SS.	
I Do Solema	ly Swear (or affirm) th	at I will suppor	nt the Constitution o	f the United States, and the Cor
of this State, and th	at I will faithfully dischar	rge the duties of	f the Office of Precin	not Board Chairperson at the Elect
on Tuesday	the	day of	, 20	according to the best of my
		2	X	
Taken, subscribed	and sworn to before me			gnature of Chairperson
day of		.20 2	Signature	of Person Administering Oath
			3	or Ferson Administracy Coun
	E OF MICHIGAN,		Ss.	
COUNTY OF)	
of this State, and t	but I will faithfully disch	hat I will suppor harge the duties	rt the Constitution of the Office of In	of the United States, and the Cor respector of Elections at the Elect
on Tuesday		_		according to the best of my
			, 20_	according to the desirer my
	Signatures of Perso	ons Taking Oath	and Certifying Prep	paration Certificate
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			x	
x			x	
			^	
x			x	
x			x	
X			x	
Taken, subscribed a	and sworn to before me t			
		, 20		

B. Display the flag of the United States.

- C. Setup the polling location and arrange voting stations to ensure that each voter can vote with complete secrecy.
 - Establish a proper barrier to separate the voting/processing area from the public area.
 - Situate the tabulator in a location that allows the voter to cast his or her ballot in secrecy and maintain a 10-foot free zone around the tabulator.
 - Situate the AutoMARK in a location that allows the voter to mark his or her ballot in secrecy with the screen facing away from the processing area. Be sure to leave five feet of space for voters to safely navigate around the machine.
 - Prepare a special voting station for voters to mark their ballot from a seated position.



D. Prepare the tabulator for proper operation following the "Opening the Polls" section in the voting system specific "Election Inspectors' Guide."



ELECTION INSPECTORS' GUIDE FOR OPTECH INSIGHT - PRECINCT COUNT VOTING SYSTEM

A Quick Guide to the Procedures for Operating the Voting Equipment in Your Precinct

Michigan Department of State Bureau of Elections

February 2006

OPENING THE POLLS

 Verify that the tabulator serial number and the tabulator seal number agree with the Clerks' Preparation Certificate.

DO NOT REMOVE THE TABULATOR SEAL

- 2.) Position the tabulator near an electrical outlet. In selecting a suitable location keep in mind that the secrecy of the ballots must be ensured. Unlock the back compartment of the tabulator, remove the power cord and plug it into the outlet.
- 3.) Verify that the tabulator is in proper working order--once plugged in, the red power light in the LCD display window (front of tabulator) will come on and the following three test reports will automatically print out: Verification Report, Ballot Report and the (Zero) Vote Totals Report.

In the Verification Report, ensure that "ALL CHECKSUMS OK" has printed. In the Ballot Report, ensure that the proper precinct number has printed and "Total Ballots Cast" is zero. At the bottom of the (Zero) Vote Totals Report, ensure that "Polls open. OK to read ballots" has printed.

DO NOT REMOVE THE (ZERO) VOTE TOTALS REPORT TAPE AT THIS TIME

1

<u>Link to Optech Insight Election Inspector's Guide</u> <u>Link to M-100 Election Inspector's Guide</u> Link to Accuvote Election Inspector's Guide E. Prepare the e-Pollbook for proper operation following the "Preparing the EPB for the Opening of the Polls" section in the <u>Electronic Pollbook Election Inspector's User Manual</u>.

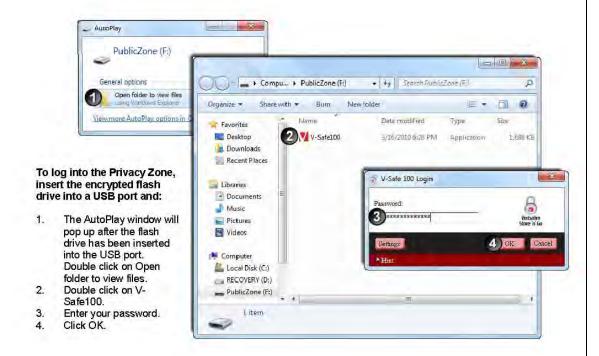
Electronic Polibook Election Inspector's User Manual Provided by the Michigan Bureau of Elections Updated as of 2.33.2012

Election Day – Election Inspector's Guide Preparing the EPB for Opening the Polls

Pull the laptop out of the case, plug it into a surge protector and plug the surge protector into the wall. There are two pieces to the power cord. Keep the power cord plugged in throughout the day to maintain a 100% charged battery in case of a power failure. Also, plug the magnetic card reader and mouse into USB ports. Then turn the laptop on. Once the laptop has booted up, insert the encrypted flash drive into a USB port.

Login to the encrypted flash drive's Privacy Zone.

The encrypted flash drive is a vital component of the EPB software program. The encrypted flash drive is a password protected file storage device. It keeps voter data protected, the backup file stored, and saves all of the work you have done on election day for the Clerk to use to update voter history and create precinct reports. When saving files, make sure the Privacy Zone is open and those files are being saved to the encrypted flash drive. Refer to this page throughout the day if unsure if the Privacy Zone is open or not.





F. Prepare the AutoMARK terminal for proper operation following the "Opening the Polls" section in the "Election Inspectors' Guide for the AutoMARK Voter Assist Terminal."



ELECTION INSPECTORS' GUIDE FOR AutoMARK VOTER ASSIST TERMINAL (VAT)

A Quick Guide to the Procedures for Operating The Voting Equipment in Your Precinct

Michigan Department of State Bureau of Elections

June 2006

OPENING THE POLLS

Verify that the terminal serial number and the seal number used to secure the program
into the terminal agree with the Clerks' Preparation Certificate in the Poll Book. The
serial number can be found on a tag at the rear of the terminal. The seal number is
located on the front of the terminal, left side.

DO NOT REMOVE THE TERMINAL SEAL

- 2.) Remove the terminal, power cord, Mode Switch Key and the headphones from the carrying case. Position the terminal near an electrical outlet. In selecting a suitable location keep in mind that the secrecy of each ballot must be ensured. Plug the terminal into an electrical outlet.
- Move the lid latches towards the outer edge to open the lid. Lift the lid flap and rotate it back until it rests on top of the lid. Lift the entire lid away from you into the vertical position. The Screen should now be visible.
- Lift the Screen towards you into the vertical position. Close the lid, leaving the Screen in the upright position. Adjust the angle of the Screen for optimal viewing.
- 5.) Pull up on the Ballot Feed Tray, then pull it towards you and lower it into position.
- Plug the headphones into the headphone jack at the front of the terminal. Once you have verified that the headphones are working, unplug and secure until needed.

NOTE: The Ballot Print Test must be performed for *each ballot style* issued in your precinct on *every AutoMARK* in your polling location prior to opening the polls. Once completed, place the test ballot(s) in the #3 envelope addressed to the local clerk. DO NOT tabulate the test ballot(s)! Before opening the polls, be sure to turn the Mode Switch Key to the "On" position, remove the key, and secure it until the close of the polls.

G. Complete the Election Inspectors' Preparation Certificate typically located on the first page of the binder or traditional Poll Book.

ELECTION INSPECTORS' PREPARATION CERTIFICATE
WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.
 The oath of office was administered to and signed by all election inspectors present. Verified that the serial number of the tabulator and terminal and the seals used to seal the tabulator and terminal were the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.
All preparation tests of the tabulator and terminal were completed and the equipment was found to be in proper working order. The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, tabulator zero tape and terminal test ballot.

- H. Check all forms and supplies.
- I. Post precinct instruction ballots and other notices found in your supplies such as:
 - Arrow signs
 - "Barrier Free" sign
 - "Vote Here" sign
 - "Notice to Voters: New Voter Identification Requirement in Effect" sign

Michigan Department of State Bureau of Elections

Notice to Voters: Voter Identification Requirement in Effect

Every Michigan voter who offers to vote in the polls must comply with the requirement by showing picture identification or signing an affidavit attesting that he or she is not in possession of picture identification. (See MCL 168.523 for voter identification requirement.)

Voters with picture ID: Voters can satisfy the ID requirement by showing a Michigan driver's license or a Michigan personal identification card.

Voters who do not possess either document may show any of the following forms of picture ID as long as it is current:

- · Driver's license or personal ID card issued by another state.
- Federal or state government-issued photo ID.
- · U.S. passport.
- · Military identification card with photo.
- Student identification with photo from a high school or an accredited institution of higher education.
- Tribal identification card with photo.

Voters without picture ID: Michigan election law anticipates that not all voters will have picture ID. Voters who do not have acceptable picture ID or forgot to bring acceptable picture ID to the polls can vote like any other voter by signing an affidavit.

Questions regarding the voter identification requirement can be directed to your local city or township clerk's office.

For more election related information, visit www.michigan.gov/vote

• Two copies of "What Every Voter Should Know" – Multi-Page Voter Informational Display covering MCL 168.668a (available on the Department of State Web site – www.michigan.gov/sos prior to each election)

IMPORTANT VOTER INFORMATION:
MUST REMAIN ON DISPLAY
DURING POLLING HOURS

WHAT EVERY VOTER SHOULD KNOW
Election Date: May 8, 2007

POLLING HOURS

The polls will be open from 7:00 a.m. through 8:00 p.m. Qualified voters standing in line at 8:00 p.m. will be permitted to vote.

VOTING INSTRUCTIONS

Partisan Offices: Partisan primaries are held to nominate candidates to partisan offices. If a partisan primary appears on the ballot, you cannot

- State Proposal Placard Language of each state proposal on the ballot with abbreviated summaries (State/Federal Elections Only)
- J. Arrange your workstation to ensure orderly processing.

2. Opening the Polls

- A. The polls must be ready and open for voting by 7:00 a.m.
- B. The precinct chairperson must publicly announce the opening of the polls at 7:00 a.m. by declaring, "The polls are now open."

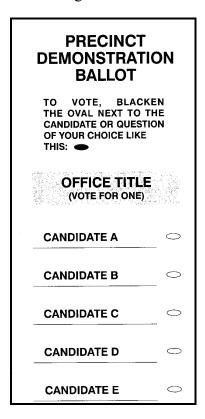
TOPIC 2: PROCESSING VOTERS

Before permitting a person to vote, the procedure detailed in this section must be followed:

1. Offering Instructions

Throughout the voting process, ask each elector if he or she wishes to receive instruction on the voting process and that assistance is available upon request.

- 1. If instruction is requested, always give instruction on *all* aspects of the voting process including write-in votes.
- 2. Warn that you cannot vote for more candidates than the number printed in the office heading.
- 3. If a partisan primary, remind voters that they may not vote for candidates under more than one party heading.
- 4. Never attempt to influence the voter's choices.
- 5. Allow the voter to practice voting on a "demonstration ballot" if available.



6. If the voter asks for additional instruction after entering the voting station, two election inspectors who have expressed an affiliation with different political parties may enter the voting station to give the requested instruction; after giving the needed instruction, the two election inspectors must leave the voting station to allow the voter to vote in private.

2. Completing the "Application to Vote"

Ask each voter to print and sign his or her name; enter his or her *current* residential address and day and month of birth on an Application to Vote.

Application to Vote - Poll List

Date of Election	11/6/12	Precinct	1
	gistered and qualified elector in t		by make application to y
at this election.	gistered and qualified elector in t	and above precinct and nere	by make application to v
ELECTION INSPECTOR	PRINT NAME: Jane Doe DATE OF BIRTH: 04/24/10		
COMPLETES	DATE OF BIRTH 04/24/70	ò	
AFFIDAVIT ON REVERSE COMPLETED	RESIDENCE ADDRESS: 123 MG		
ELEC. INSP. INITIAL	SIGN HERE X	Jane Doe	
BALLOT STYLE	S	KNATURE OF VOTER	
BALLOT NO			
VOTERNO			

3. Verifying Voter Identification

Confirm the voter's identity following the steps provided below:

- 1. After locating the voter's record in the e-Pollbook or checking the QVF Precinct List to verify that the voter is registered to vote in the precinct, ask the voter to show one of the following forms of photo identification listed below. The photo identification does *not* have to show the voter's residential address. Be sure to ask all voters for picture ID. This includes those voters you personally know as the equal treatment of all voters is important!
 - Michigan driver's license or Michigan personal identification card
 - Current driver's license or personal identification card issued by another state
 - Current federal or state government-issued photo identification
 - Current U.S. passport

- Current student identification with photo from a high school or an accredited institution of higher education
- Current military identification card with photo
- Current tribal identification card with photo
- 2. Upon the display of photo identification, check the photo and name appearing on the identification to verify the voter's identity. As a part of this check, confirm that the name appearing on the photo identification matches the name entered by the voter on the Application to Vote.

NOTE: The name appearing on the photo identification does not have to exactly match the name entered by the voter on the Application to Vote or the manner in which the voter's name appears in the e-Pollbook or on the QVF precinct list. The names, however, must be similar enough to verify the voter's identity. In addition the identification does not need to show the voter's residential address.

3. Once the voter's identity is verified, continue processing the voter.

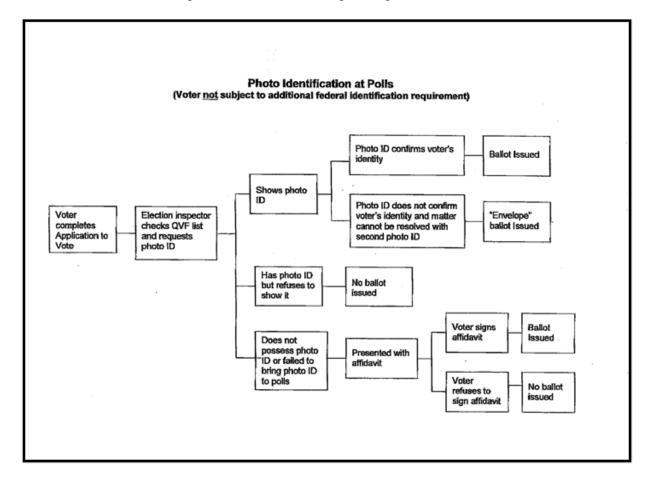
However, if the voter states that he or she has photo identification but *did not bring it to the polls* or if the voter states that he or she *does not possess one of the acceptable forms of photo identification*, the voter can vote by signing the "Affidavit of Voter Not in Possession of Picture Identification." Be sure to advise all voters who do not possess acceptable photo identification that they must sign the affidavit before voting.

(Revers
AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION
I, hereby affirm that I am (Print Name)
not in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.
By signing this affidavit, I swear that the statements made above are true.
SIGNATURE OF VOTER: X
Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.
To be completed by Election Inspector
Sworn and subscribed to before me thisday of,
I certify that the elector named above has completed the above affidavit in my presence.
x
Signature of Election Inspector

- 4. The completed affidavit is retained by the precinct board and forwarded to the local clerk either with the applications to vote or loosely (depending on the form used) in the #3 envelope after the close of the polls. Be prepared to advise the clerk on the total number of voters who completed the affidavit form throughout the day.
 - A voter who *does not possess* photo identification who *refuses to sign the affidavit* cannot vote and should be referred to the local clerk.
 - A voter who *claims to have* photo identification with them *but refuses to show it* cannot vote and should be referred to the local clerk.

Special Procedure if Photo ID Leaves Voter's Identity in Question: If the photo appearing on the identification displayed by a voter does not resemble the voter closely enough to verify the voter's identity, ask to view any other examples of acceptable photo identification that the voter may be carrying. If the matter cannot be resolved with a second piece of photo identification or if the voter refuses to show a second piece of photo identification, issue the voter a "Provisional Envelope Ballot." The completion of the "Four-Step" procedure form is not necessary. (The completion of the "Four-Step" procedure form is only necessary in instances where a voter's name does not appear on the QVF Precinct List.) See Topic 6 - Provisional Ballots.

The flow chart below illustrates the different scenarios that may occur during the photo identification verification process and their corresponding solutions:



4. Verifying Voter Registration

Confirm the voter's identity by comparing the birthdate and address on the Application to Vote with the voter's birthdate and address with the registration in the e-Pollbook.



NOTE:

- If the name on the Application to Vote does not match the name on the registration, determine the reason. A person's name may be different because of a spelling correction, a court order, marriage, or some other reason. A voter whose name has changed must sign the Application to Vote with the name he or she used to register.
- If the voter's registration has a or letters coded on the QVF Precinct List, refer to "Topic 3 Voters with Status Flags" for more information
- If the address on the Application to Vote does not match the address on the registration, refer to "Topic 5 - Voters Who Have Moved."
- If the voter's registration cannot be found, refer to "Topic 6 – Missing Registration" for more information.

Alternate Method for QVF Precinct List/Traditional Pollbook Users

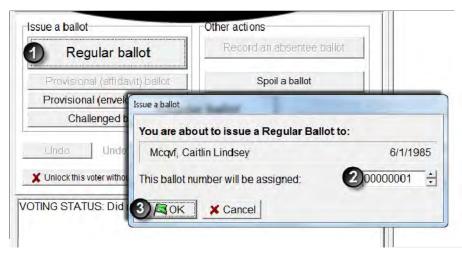
Confirm the voter's identity by comparing the birthdate and address on the Application to Vote with the voter's birthdate and address with the QVF Precinct List.

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5. Recording Voter Activity and Issuing a Ballot

As soon as it has been determined that the elector is qualified to vote:

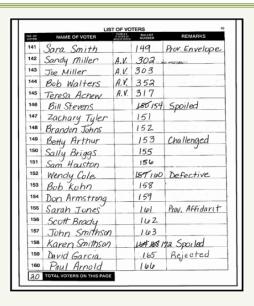
- 1. Click Regular ballot
- 2. Enter the next available ballot number in the **This ballot number will be assigned** box (this number will auto fill after the first number for the ballot style has been entered)
- 3. Click OK the voter's name will now be added to the List of Voters



4. Record the ballot number and voter number on the Application to Vote and pass the Application to Vote to the election inspector responsible for placing the ballot into a secrecy sleeve with the stub exposed.

Alternate Method for QVF Precinct List/Traditional Pollbook Users

- 1. Make a notation on the QVF Precinct list (follow the Clerk's preferred method) and complete the Application to Vote.
- 2. Assign the next available ballot number to the voter. Record the ballot number on the Application to Vote.
- 3. List the name of each voter and ballot serial number in the Traditional Pollbook in the order that the Applications to Vote are presented. record the voter number (line number in Pollbook) on the Application to Vote.



- 5. Hand the completed Application to Vote and ballot inside the sleeve to the voter.
- 6. Direct the voter to the next available voting booth.

6. Assisting Voters

Advise voters who request assistance that a ballot marking device, the AutoMARK Voter Assist Terminal (VAT), is available in the polling place which can be used to independently mark their ballot without assistance.

If the voter maintains that he or she wishes to mark his or her ballot with assistance, proceed as explained below.

NOTE: Voters who use the VAT may still require/receive assistance.

Assistance Procedures

Whenever a voter receives help to vote his or her ballot, a complete record of the matter must be made in the Remarks section of the e-Pollbook (by clicking File and Remarks) or in the Traditional Poll Book.

• Under state law, when an elector asks the precinct board for voting assistance, the needed help must be provided by two inspectors who have expressed an affiliation with different political parties. The voter does not have to state a reason for his or her request. The remark should be typed or written with detail like the example below:

TIME	REMARKS SECTION This Area may be used for Recording any Special Proceedings at the Election as may be deemed important.
1:45	Sue Miller and Barb Smith
	(Election Inspectors) helped Bob
	Jones mark his ballot.

Under federal law, an elector who is blind, disabled or unable to read or write may be assisted with his or her ballot by any person of the voter's choice, other than the voter's employer, agent of that employer, or an officer or agent of a union to which the voter belongs. If an elector indicates that he or she wants to receive voting assistance from another person, the following question must be asked of the voter: "Are you requesting assistance to vote by reason of blindness, disability or inability to read or write?" A "yes" or "no" answer to this question is sufficient. If the answer to the question is "yes," the person who will provide assistance is asked: "Are you the voter's employer or agent of that employer or an officer or agent of a union to which the voter belongs?" If the answer to this question is "no," the voter may be assisted by the person. The person assisting the voter may be of any age. If it is determined that the voter is not requesting assistance to vote by reason of blindness, disability or inability to read or write or that the person who has accompanied the person to the polls to provide assistance is not eligible to provide assistance, two inspectors who have expressed an affiliation with different political parties must assist the voter. The remark should be typed or written with detail like the example below:

TIME	REMARKS SECTION This Area may be used for Recording any Special Proceedings at the Election as may be deemed important.
11:30	Bob Smith assisted Mary Smith (his wife) in marking her ballot.

• "Curbside Voting" - If a voter is unable to enter the polling location and asks the precinct board for voting assistance, the needed help must be provided by two inspectors who have expressed an affiliation with different political parties. The two inspectors deliver the ballot inside the secrecy sleeve to the voter and deposit the ballot into the tabulator after it is marked by the voter. It merits note that the voter must comply with all regular processing procedures including the completion of an Application to Vote, registration verification, and I.D. verification.

For more information on assisting voters with disabilities, please see "Providing Service to Voters with Disabilities" on page 125 in the Appendix.

7. Receiving Ballots

The voter is required to insert the ballot into the secrecy sleeve with the stub exposed and then return the ballot in the secrecy sleeve with the Application to Vote to an inspector for verification of the ballot serial number. If the ballot is not properly inserted into the secrecy sleeve, the voter should be given instruction on inserting the ballot into the sleeve properly.

8. Verifying and Depositing Voted Ballots

An inspector checks to see if the voter's ballot serial number matches the ballot serial number as recorded on the Application to Vote.

If the serial number agrees, an inspector carefully removes the stub and instructs the <u>voter</u> to feed the ballot into the tabulator. The stubs may be discarded or retained according to the clerk's instructions.

If the serial number does *not* agree, question the voter and enter the facts in the Remarks section of the Poll Book. If a satisfactory explanation cannot be obtained, contact the clerk for instruction.

If the ballot stub is missing and cannot be accounted for, the ballot is not counted. Enter a notation of the instance in the Remarks section of the e-Pollbook or traditional Poll Book.

If the ballot stub was removed by the voter in view of an election inspector, the ballot is counted.

If the ballot stub was removed by the voter and the removal was not witnessed by an election inspector, the ballot must be processed as a "challenged" ballot.

Under no circumstances is a voter allowed to leave the polling place with his or her ballot or any portion of the ballot (including the ballot stub).

9. Notes on Processing Procedures

- 1. Secrecy of the ballot must be strictly maintained at all times!
- 2. Only those persons duly authorized to provide voting assistance may be present in the voting station with the voter. As an exception, the law provides that a "minor child" may accompany an elector in the voting station. For the purposes of this allowance, anyone under 18 years of age should be regarded as a "minor child."

TOPIC 3: VOTERS WITH STATUS FLAGS

Some voters will have status flags that need to be addressed prior to issuing a ballot. Generally, something happened in the registration process that needs follow-up. For example, a signature was not obtained, the voter missed checking an answer to the citizenship question, an absentee ballot was issued, information was obtained that the voter may have moved, etc.

In the e-Pollbook, a voter has a status flag if he or she has a red question mark next to his or her name. When a red question mark is found, look to the Voter Status window at the bottom of the Voter Details screen to determine the issue. If using the QVF Precinct List the voter will have a code next to their name in the "St" column and/or the "Notes" column.

Absentee Ballot sent by clerk or av-s -

This voter was sent an absentee ballot. The voter must surrender the absentee ballot or complete the *Affidavit of Absent Voter*

Absentee Ballot [00000025] sent by clerk--Voter must surrender ballot or submit affidavit.
VOTING STATUS: Did not vote in precinct.

(example on page 22) after approval from the Clerk.

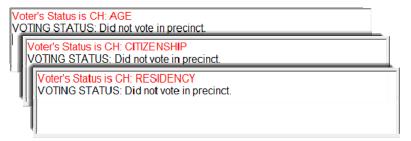
Absentee Ballot sent/received by clerk or av-r -

Absentee Ballot [00000028] sent/received by clerk—Do not issue ballot.
VOTING STATUS: Did not vote in precinct.

This voter was sent an absentee ballot and returned it to the Clerk. **DO NOT** issue this voter a ballot as they have already voted.

Voter's status is CH - Age, Citizenship or Residency or CH1, CH3, or CH5

This voter has been formally challenged and must complete the challenge process before being issued a challenged ballot. Seek assistance from the precinct chairperson to complete this process. The e-Pollbook processing is the same as a regular voter except Challenged ballot is



selected in the Issue a ballot box. A CHAL will appear next to the voter's name after processed.

Must show ID before voting (Federal Requirement) or ID-

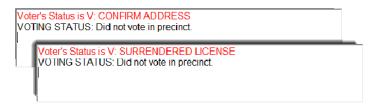
Must show ID before voting (Federal Requirement).
VOTING STATUS: Did not vote in precinct.

This voter must show photo ID or a paycheck, government check, utility bill, bank statement, or a government

document which lists his or her name and address (if no photo ID but provides one of the documents listed above, must sign the *Affidavit of Voter Not in Possession of Photo ID* as well) prior to being issued a ballot. *See Topic 4 – Federal ID Requirement* for full details.

Voter's Status is V: Confirm Address or Surrendered License or V21 or V30

This voter must verbally confirm the address listed in the e-Pollbook. If the voter does not confirm the address, the procedure for voters that have moved must be taken. See *Topic 5 – Voters Who Have Moved*.



Voter's Status is V: Confirm Citizenship or V25

Voter's Status is V: CONFIRM CITIZENSHIP VOTING STATUS: Did not vote in precinct

This voter must complete a voter registration card and mark yes on the citizenship box. If the voter marks no, DO NOT issue a ballot.

Voter's Status is V: Sign Registration Card or V24

This voter must sign a voter registration card prior to being issued a ballot.

Voter's Status is V: SIGN REGISTRATION CARD
VOTING STATUS: Did not vote in precinct.

MVIP – Must Vote in Person (QVF Precinct List only)

If a MVIP code appears next to a voter's name on the QVF Precinct List, the voter must vote in person. Special handling is *not* required.

	(Please Print)	hereby affirm that I am a resident
	(Please Print)	
of10	(City, Township, Village or School District)	, Michigan, and I reside
at		
f 6	(Present Street Address)	
runther	affirm that I submitted an application for an abser-	nt voter ballot for this election to the
	(City, Township, Village or School District)	_
and that:	I did not receive the absent voter ballot that I	applied for.
	I lost or destroyed the absent voter ballot I red	eived.
desire to	o vote in person.	
	URE OF ELECTOR: X	
	To be completed by Election In	aspector
Sworn an	d subscribed to before me this day of _	
	d subscribed to before me this day of _ at the elector named above has completed the above in	
		in my presence and is eligible to vote.

TOPIC 4 - FEDERAL IDENTIFICATION REQUIREMENT

Federal law stipulates that a voter who has never voted in Michigan who chooses to register by mail must meet an identification requirement. If the voter does not satisfy the identification requirement when registering to vote, the voter must present an acceptable form of identification before voting in the first election in which he or she wishes to participate.

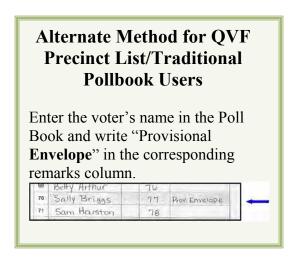
If the e-Pollbook states "Must show ID before voting (Federal Requirement)" or ID appears next to a voter's name on the QVF Precinct List, ask the voter if he or she can produce one of the following forms of identification:

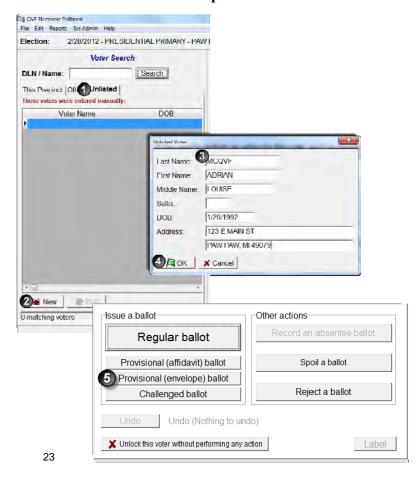
- A current and valid photo identification (such as a driver's license or personal ID card);
 or
- 2. A paycheck stub, utility bill, bank statement or a government document which lists the voter's name and address.

If the voter produces an acceptable form of identification, enter a notation on the Remarks of the e-Pollbook or Traditional Poll Book and issue a ballot to the voter. Permit the voter to cast his or her ballot under routine procedure.

If the voter is unable or unwilling to produce an acceptable form of ID, proceed as follows:

- 1. Prepare ballot as a "Challenged" ballot.
- 2. Enter the Voter into the e-Pollbook. The voter's information must be manually entered into the e-Pollbook. To add a voter and issue a Provisional **envelope** ballot:
 - 1. Click the Unlisted tab
 - 2 Click New
 - 3. Enter the voter's information
 - 4 Click OK
 - 5. Click Provisional (envelope) ballot





- 3. Fold the ballot along the score lines and place the ballot into a provisional ballot secrecy sleeve with the stub exposed. Place the ballot secured inside of the secrecy sleeve into a Provisional Ballot Security Envelope. Complete the required entries on the outside of the security envelope and check the ID requirement box. In addition, mark the box next to ELECTOR SUBJECT TO FEDERAL ID REQUIREMENT UNABLE TO PRODUCE AN ACCEPTABLE FORM OF ID on the outside of the Provisional Ballot Security Envelope.
- 4. Issue the ballot to the voter secured inside of the provisional ballot secrecy sleeve and the Provisional Ballot Security Envelope.
- 5. Direct voter to a voting station and permit voter to vote ballot.
- 6. After the voter has voted the ballot and placed the ballot back into the provisional ballot secrecy sleeve with the stub exposed, direct the voter to the Help Desk or the ballot serial number verification station.
- 7. Once the ballot serial number is verified by an election inspector, direct the voter to place the secured ballot back into the Provisional Ballot Security Envelope. (To protect the secrecy of the ballot no member of the precinct board should handle the ballot during this step.) The ballot stub remains attached to the ballot.
- 8. Seal the Provisional Ballot Security Envelope and secure it in the envelope addressed to the local clerk for delivery after the close of the polls.
- 9. Issue "Notice to Voters Unable to Satisfy the State and/or Federal Identification Requirement" to the voter

NOTE: A voter unable to satisfy the Federal I.D. Requirement is issued a Provisional Envelope Ballot but does *not* fill out a "Four-Step" procedure form because his or her name does appear in the e-Pollbook or on the QVF precinct list. See "**Topic 6 – Provisional Ballots**," for more information about Provisional Ballots.

NOTICE TO VOTERS UNABLE TO SATISFY STATE AND/OR FEDERAL IDENTIFICATION REQUIREMENT

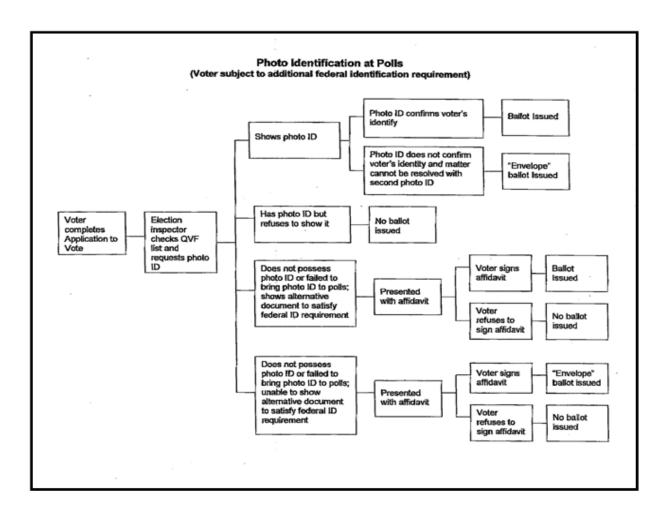
(Notice must be issued to any voter who is required to vote an "envelope" ballot because he or she is unable to satisfy Michigan's voter identification requirement and/or the federal voter identification requirement.)

Chec	k applicable box below:			
	As questions over your identity remained after an inspection of the picture identification you produced to satisfy Michigan's voter identification requirement, special procedures were followed when issuing you a ballot.			
	As you are subject to the federal voter identification requirement and have not satisfied the requirement to date, special procedures were followed when issuing you a ballot. The federal voter identification requirement applies to voters who 1) have never previously voted in Michigan 2) registered to vote by mail and 3) are not exempted from the ID requirement under federal law.			
	IMPORTANT: MAKING SURE YOUR BALLOT COUNTS			
identican ap the cl within	sure that your ballot counts, you must provide your local city or township clerk with an appropriate fication document no later than the sixth calendar day after the election. Except as noted below, you ppear in person in your city or township clerk's office to show the document, fax the document to erk or mail a copy of the document to the clerk. If you do not satisfy the identification requirement a six calendar days after the election, your ballot will not count. The following lists the types of ments you can use to satisfy the identification requirement:			
who h	ments which satisfy federal voter identification requirement imposed on first-time mail registrants have never previously voted in Michigan: A copy of any current and valid photo identification or a of a paycheck, government check, utility bill, bank statement or a government document* which your name and address.			
or per identi photo photo	ments which satisfy Michigan voter identification requirement imposed on all voters who attend tolls to vote: A Michigan Driver License; a Michigan Personal Identification Card; driver's license resonal identification card issued by another state; a federal or state-government issued photo fication; a U.S. passport; a military identification card with photo; a student identification with from a high school or an accredited institution of higher education; or a tribal identification with the In all cases, the picture identification must be current. To satisfy the Michigan voter identification rement, you must appear in person in your city or township clerk's office.			
	NEED MORE INFORMATION?			
For additional information, contact your city or township clerk's office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact information:				
The f	low chart below illustrates the different scenarios that may occur during the photo			

identification verification process and their corresponding solutions for a voter subject to the

additional federal identification requirement:

^{*} Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirement. 25



For additional information concerning this topic, please see "Picture Identification in the Polls – Instructions to Election Officials" located on page 114 in the Appendix and "Implementing Michigan's Voter Identification Requirement" located on page 110 in the Appendix.

TOPIC 5: VOTERS WHO HAVE MOVED

If the residential address entered by the voter on the Application to Vote shows that the voter has moved, proceed as follows:

1. Move within City or Township

A registered elector who moves within the same city or township who fails to submit an address change prior to the election can vote one last time in the precinct where he/she is registered. Proceed as follows:

- A. Have the voter complete an Election Day Change of Address Notice.
- B. Make the proper check to identify the voter.
- C. If the person is satisfactorily identified by the check, initial the Election Day Change of Address Notice and the Application to Vote and permit the applicant to vote.
- D. Following the election, forward the Election Day Change of Address Notice to the clerk. The clerk completes the address change on the voter's registration record. The person must *vote in the new precinct in the next election*.

	CITY/TOWNSHIP	, Michigan	Date	
This is to adv	ise that I have moved fro	om		
	PREVIOUS STREET ADDRE	ESS		WARD/PRECING
То	CURRE	NT STREET ADDRESS		
and wish to h	ave my voter registration	reflect this change.		
	PRINT NAME			DATE OF BIRTH

2. Move to a *Different* City or Township

A registered elector who moves from one Michigan city or township to another Michigan city or township – who fails to reregister in the new city or township – can vote one last time in the precinct where registered *IF THE MOVE WAS MADE WITHIN 60 DAYS BEFORE THE ELECTION*. Proceed as follows:

- A. Have the voter complete a Cancellation Authorization and an Application to Vote.
- B. Make the proper check to identify the voter.
- C. If the person is satisfactorily identified by the check, initial the Cancellation Authorization and the Application to Vote.
- D. Following the election, forward the Cancellation Authorization to the clerk. The clerk cancels the voter's registration in the city or township. *The person must register in his or her new city or township of residence in order to vote in the next election.*

DATE OF ELECTION:	WARD/P	RECINCT
VOTER: PLEASE PE	RINT INFORMATION REQUESTED BELOW	/ .
	PREVIOUS ADDRESS	
	CITY OR TOWNSHIP	
celuly illai i was a leuisteleu i	and qualified elector in the above city or town	
nat I moved to the address he	and qualified elector in the above city or town	election I
nat I moved to the address be	elow AFTER THE 60TH DAY prior to this e	election. I
nat I moved to the address be urther authorize the clerk of the	elow AFTER THE 60TH DAY prior to this e he city or township listed above to cancel I must register to vote with the clerk of the	election. I
nat I moved to the address be urther authorize the clerk of the egistration. I understand that	elow AFTER THE 60TH DAY prior to this ended to the city or township listed above to cancel and the clerk of t	election. I
nat I moved to the address be urther authorize the clerk of the egistration. I understand that	elow AFTER THE 60TH DAY prior to this ended to the city or township listed above to cancel and the clerk of t	election. I
nat I moved to the address be urther authorize the clerk of the egistration. I understand that	elow AFTER THE 60TH DAY prior to this ended to the city or township listed above to cancel and the clerk of t	election. I
nat I moved to the address be urther authorize the clerk of the	elow AFTER THE 60TH DAY prior to this ended to the city or township listed above to cancel I must register to vote with the clerk of the	election. I
nat I moved to the address be urther authorize the clerk of the egistration. I understand that	elow AFTER THE 60TH DAY prior to this electry or township listed above to cancel I must register to vote with the clerk of the current ADDRESS	election. I my voter ne city or
nat I moved to the address be urther authorize the clerk of the egistration. I understand that ownship where I now reside.	elow AFTER THE 60TH DAY prior to this electry or township listed above to cancel a must register to vote with the clerk of the current address CURRENT ADDRESS CITY OR TOWNSHIP	election. I my voter ne city or

NOTE: If the move was made **60 DAYS OR MORE BEFORE THE ELECTION**, the voter may not vote in the precinct and is not issued a ballot. The inspector includes a note to the local clerk in the #3 envelope detailing the incident. The voter's Application to Vote is not spindled, and can either be discarded or included with the note to the clerk.

TOPIC 6: PROVISIONAL BALLOTS

1. Completion of "Four-Step" Procedure Form

The provisional balloting process must be employed anytime a voter who completes an Application to Vote form does not appear in the e-Pollbook or on the QVF precinct list. If an elector who completes an Application to Vote form does not appear in the e-Pollbook or on the QVF precinct list, contact the clerk for assistance. With the clerk's assistance, the "Four-Step" procedure form must be completed before issuing a ballot to the voter.

In an instance where the "Four-Step" procedure form must be completed before a ballot can be issued to the voter, the precinct board must carefully work through the form and make a final determination on whether the ballot issued to the voter can be handled like any other ballot issued in the polls (i.e., deposited in the precinct's tabulator) or must be preserved in a special "Provisional Ballot Security Envelope" and returned to the clerk's office for further review after the polls close. The "Four-Step" procedure form is designed to guide the precinct board in making this determination. A ballot preserved in a "Provisional Ballot Security Envelope" is commonly called an "envelope" ballot. Provisional ballot security envelopes can be found in your supplies.

2. When to Issue "Envelope" Ballots: Three Instances

All city and township clerks are reminded that a voter may be issued an "envelope" ballot for failing to satisfy the following requirements:

- 1) The identification requirement and/or residence verification requirement detailed in the Four-Step Procedure form.
- 2) The federal identification requirement imposed on first-time mail registrants who have never previously voted in Michigan.
- 3) The Michigan picture identification requirement.

A voter issued an "envelope" ballot for any of the three reasons listed above can satisfy the requirements during the six day "envelope" ballot evaluation period. A document titled, "Procedure for Handling 'Envelope' Ballots Returned to Clerk's Office" is available on the Department's Web site at www.michigan.gov/sos.



STATE OF MICHIGAN TERRI LYNN LAND, SECRETARY OF STATE DEPARTMENT OF STATE

LANSING

Procedure for Issuing a Ballot If Voter's Name Does Not Appear On Registration List

-- A Four-Step Procedure --

If an elector who completes an Application to Vote form does not appear on the precinct's QVF list, *contact the clerk for assistance and complete this form before issuing a ballot to the voter.* There are two exceptions:

EXCEPTION #1: If the voter is in the proper polling place and is able to produce a voter registration receipt that shows that he or she registered to vote before the registration deadline, there is no need to complete this form. Instead, contact the clerk for assistance if needed and arrange to have the voter complete another registration form. After the voter has completed the registration form, permit the voter to vote under regular procedure.

EXCEPTION #2: If you or the clerk determines that the voter is registered to vote in a different precinct and the voter is willing to travel to his or her proper polling place, there is no need to complete this form. Instead, give the voter directions to his or her proper polling place. (If the voter declines to travel to his or her proper polling place, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an "envelope" ballot to the voter. In such an instance, inform the voter that his or her ballot will not count if it is confirmed that the voter is voting in the wrong precinct.)

IF YOU MUST COMPLETE THIS FORM BEFORE ISSUING A BALLOT TO THE VOTER, CAREFULLY FOLLOW THE FOUR STEPS EXPLAINED ON THE FOLLOWING PAGES.

State of Michigan Voter Registration Application

and Michigan Driver License/Personal Identification Card Address Change Form

1 answer	Are vou a citizen o	f the Uni	ted States of America?	O Yes	O No	
	•		on or before election day	-	O No	
			nse to either of these quest			is form.
•	> II you oncoked 140	штевро	not to citilor of those quest		i complete th	
Complete a	pplication					
Last Name		First Nan	ne	М	iddle Name	
Address where you liv	ve —house number and street/r	oad		Α	pt. No./Lot No.	
City			Zip Code	Te	elephone optiona	al .
		MI				
If you do not have a h	ouse or street address, describe	e location w	where you live —cross streets or re	oads, landmark	s, etc.	
O City or O Townsh	ip where you live	County v	where you live	S	chool District if ki	nown
Mailing Address if dif	ferent O For use on Driver Lic	ense/Perso	nal ID and Voter Registration O	For use on Vote	er Registration or	lly
Date of Birth		O Male	O Female			
ID Number check app	olicable box and provide approp	riate numb	er			
O I have a state issue	ed driver license or personal ID	card #		State:		
O I do not have a stat	te issued driver license or perso	nal ID card	. The last four digits of my Social	Security Number	er are	
	te issued driver license, a state i be assigned to you for voter reg		onal ID card or a Social Security Nurposes.	lumber.		
Are you still registere	d to vote at your last address?	O Yes	O No O Don't Know If "Yes	" or "Don't Kno	w" enter previou	s address
Previous Street Addre	988	O City or	O Township of		County	
State	***************************************	Zip Code	Registered under name of it	different than a	above	
2						
read, sign	and date					_
I certify that:			*			
	e United States. he State of Michigan and will be sident of my city or township b		X Signature of Applicant		Date	-
	years of age by election day.					
 The information I h of my knowledge u provided false info 	ntion of any previous registratio have provided is true to the best moder penalty of perjury. If I hav rmation, I may be subject to a ent or both under federal or stat	9	Signature of Applicant		Date	

Sign and date both spaces provided above.

STEP ONE: VOTER must complete the following affidavit and provide requested information on registration process. (Note: The voter must complete the affidavit in order to receive a provisional ballot. If the voter refuses to complete the affidavit, advise the voter that he or she cannot vote. In such an instance, there is no need to complete the remainder of this form.)

AFFIDAVIT

I,	, hereby affirm that I am a resident of
the City Township of	
voter registration application on or before the close of reg	istration for the election at hand.
By signing this affidavit, I swear that the above statement complete and submit a new voter registration application.	
Signature of Elector:	Date/
Signature of Clerk, Authorized Assistant or Election Inspe	ector:
An individual who provides false information in the above punishable by a fine of up to \$1,000.00 and/or imprisonment.	
Process used to register to vote:	
☐ Mail-in registration form	
Secretary of State Branch Office	
Secretary of State "Renewal by Mail" Prog	gram
Designated voter registration agency	
County, city or township clerk's office	
Approximate DATE OF REGISTRATION:	

STEP TWO: ELECTION INSPECTOR asks the VOTER to complete a voter registration application.

- If the voter completes a voter registration application, retain it with this form.
- If the voter declines to complete a voter registration application, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an "envelope" ballot to the voter.

STEP THREE: ELECTION INSPECTOR issuing ballot must answer the four questions provided below.					
egister wnshineck? he cler egister nswer at the	ted to vote in any other precinct in the city or ip. Were you able to reach the clerk to make this (Answer "No" if (1) you were unable to reach k or (2) the clerk advised that the voter is, in fact, red in a different precinct in the city or township. "Yes" if you reached the clerk and the clerk advised a person is not registered in a different precinct	☐ YES	□ NO		
entify icense overni	himself or herself by showing a Michigan Driver , Michigan Personal Identification Card, other nent issued photo identification card or a photo	☐ YES	□ NO		
"Yes,	" check ONE of the following and enter requested informat	tion:			
	Michigan Driver License (enter number):				
	Michigan Personal Identification Card (enter number):				
	Other government issued photo identification card (describ	be):			
	Photo identification card issued by a Michigan university of	or college (d	describe):		
"No,"	ask the voter for any form of identification and complete f	Collowing:			
	Voter showed a different form of identification (describe):	:			
	Voter was unable to show any form of identification.				
	heck we gister with the clerk the cl	heck with the clerk to confirm that the voter is not gistered to vote in any other precinct in the city or wnship. Were you able to reach the clerk to make this eck? (Answer "No" if (1) you were unable to reach e clerk or (2) the clerk advised that the voter is, in fact, gistered in a different precinct in the city or township. Inswer "Yes" if you reached the clerk and the clerk advised at the person is not registered in a different precinct the city or township.) Insect the voter's identity. Is the voter able to entify himself or herself by showing a Michigan Driver cense, Michigan Personal Identification Card, other wernment issued photo identification card or a photo entification card issued by a Michigan university or college? "Yes," check ONE of the following and enter requested informated in the present of the content of the	meck with the clerk to confirm that the voter is not gistered to vote in any other precinct in the city or wiship. Were you able to reach the clerk to make this eck? (Answer "No" if (1) you were unable to reach e clerk or (2) the clerk advised that the voter is, in fact, gistered in a different precinct in the city or township. Inswer "Yes" if you reached the clerk and the clerk advised at the person is not registered in a different precinct the city or township.) In each the voter's identity. Is the voter able to lentify himself or herself by showing a Michigan Driver cense, Michigan Personal Identification Card, other vernment issued photo identification card or a photo lentification card issued by a Michigan university or college? "Yes," check ONE of the following and enter requested information: Michigan Driver License (enter number): Michigan Personal Identification Card (enter number): Other government issued photo identification card (describe): Photo identification card issued by a Michigan university or college (of "No," ask the voter for any form of identification and complete following: Voter showed a different form of identification (describe):		

(3)	att th M iss ca (A Li go id co If sh sta do	Check the voter's residential address. Is the voter able to confirm that he or she currently resides in the precinct by showing a Michigan Driver License, Michigan Personal Identification Card, other government issued photo identification card or a photo identification card issued by a Michigan university or college? (Answer "No" if voter shows a Michigan Driver License, Michigan Personal Identification card, other government issued photo identification card or a photo identification card issued by a Michigan university or college that contains an address outside of the precinct.) If "No," ask voter if he or she can confirm that he or she currently resides in the precinct by showing any of the following documents (1) a current utility bill (2) a current bank statement (3) a current paycheck or government check or (4) any other government document. If voter produces such a document, describe below and indicate if the document contains the voter's name and address:					
(4)	VO	id the voter complete and submit a YES NO oter registration application? "No," explain:					
	_						
		OUR: ELECTION INSPECTOR issues an "affidavit" ballot or an "envelope" ballot OTER as explained below.					
•	• If you answered "Yes" to all four of the questions appearing under Step Three, issue an "affidavit" ballot to the voter:						
	(1)	Prepare ballot as a "challenged" ballot and issue to the voter. (Write and conceal the ballot serial number on the reverse side of the ballot.)					
	(2)	Enter the voter's name in the poll book and write "AFFIDAVIT BALLOT" next to the voter's name.					

- (3) Direct voter to a voting station and permit voter to vote ballot.
- (4) After the voter has voted the ballot, remove the ballot stub. Direct voter to deposit ballot in tabulator.
- (5) Remove the "NOTICE" which appears below and issue it to the voter.
- (6) Forward this form and the voter registration application completed by voter to the clerk after the polls close.
- If you answered "No" to any of the four questions appearing under Step Three, issue an "envelope" ballot to the voter:
 - (1) Prepare ballot as a "challenged" ballot and issue to the voter. (Write and conceal the ballot serial number on the reverse side of the ballot.
 - (2) Enter the voter's name in the poll book and write "ENVELOPE BALLOT" next to the voter's name.
 - (3) Direct voter to a voting station and permit voter to vote ballot.
 - (4) After the voter has voted the ballot, direct the voter to place the ballot in a SECRECY SLEEVE. Next, direct the voter to insert the ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE. The ballot stub remains attached to the ballot. (To protect the secrecy of the ballot, no member of the precinct board should handle the ballot during this step.)
 - (5) Seal the PROVISIONAL BALLOT SECURITY ENVELOPE and complete the entries on the outside of the envelope. Seal the ballot in the envelope only; do not enclose this form or the voter registration application completed by the voter in the envelope.
 - (6) Remove the "NOTICE" which appears below and issue it to the voter.
 - (7) Forward this form, the voter registration application completed by the voter and the PROVISIONAL BALLOT SECURITY ENVELOPE holding the voter's ballot to the clerk after the polls close.

NOTICE TO VOTERS WHO DO NOT APPEAR ON THE PRECINCT'S REGISTRATION LIST

(Notice must be issued to any voter who 1) does not appear on the precinct's registration list 2) completed the attached four-step procedure form and 3) was issued a provisional ballot.)

As explained by the election workers, special procedures were followed when issuing you a ballot as your name did not appear on the registration list where you offered to vote. Please be advised of the following:

- If the election workers directed you to place your ballot in the precinct's tabulator, all valid votes appearing on your ballot *will count*. You have voted!
- If the election workers directed you to place your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE, the clerk will determine if your ballot can be counted within six calendar days after the election. If your ballot can be counted, all valid votes appearing on your ballot will count. If your ballot cannot be counted, no votes appearing on your ballot will count.

IMPORTANT: MAKING SURE YOUR BALLOT COUNTS

If the election workers placed your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE because you were unable to satisfy the identification and/or residency verification steps, your ballot will be counted if you provide your local city or township clerk with required document(s) no later than the sixth calendar day after the election. You can appear in person in your city or township clerk's office to show the document(s), fax the document(s) to the clerk or mail a copy of the document(s) to the clerk. If you do not satisfy the identification requirement and/or the residency verification requirement within six calendar days after the election, your ballot will not count. The following lists the types of documents you can use to satisfy the requirements:

Documents which satisfy identification requirement: A Michigan Driver License; a Michigan Personal Identification Card; any other type of government issued identification card which shows your photo; or an identification card issued by a Michigan university or college which shows your photo.

Documents which satisfy residency requirement: A Michigan Driver License; A Michigan Personal Identification Card; government issued photo identification card; photo identification issued by a Michigan university or college; current utility bill; current bank statement; current paycheck or government check; or any other government document.* The document must show your name and your address. The address shown on the document must be in the precinct where you voted.

NEED MORE INFORMATION?

ormation, contact your city or township clerk's office in person or bounted, the clerk will explain why. Contact information:	y phone.	If your

36

^{*} Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirement.

3. Provisional Ballot Notices

A voter issued a provisional ballot must be issued the proper notices as provided below:

- 1) Does not appear on the precinct's registration list 2) completed the four-step procedure form and 3) was issued a provisional ballot.
 - "Notice to Voters Who do not Appear on the Precinct's Registration List" (Detachable notice attached to the Four-Step procedure form or provided in precinct supply kit, see example on page 35).

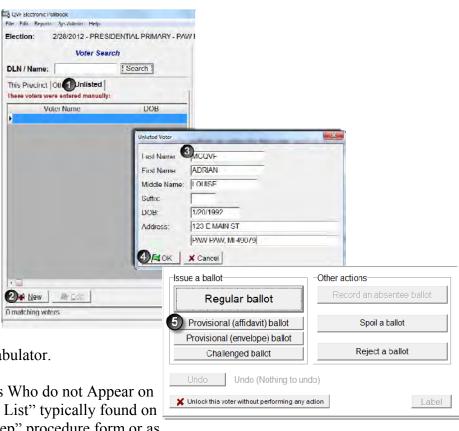
Unable to satisfy the state and/or federal identification requirement

"Notice to Voters Unable to Satisfy State and/or Federal Identification Requirement"

Both notices mentioned above are available on the Department's Web site at www.michigan.gov/elections.

If, after completing the "Four-Step" procedure form, it is determined that the ballot can be tabulated in the precinct, proceed as follows:

- 1. Prepare ballot as a "challenged" ballot and issue it to the voter.
- 2. Enter the Voter into the e-Pollbook. The voter's information must be manually entered into the EPB. To add a voter and issue a Provisional **affidavit** ballot:
 - 1. Click the Unlisted tab
 - 2. Click New
 - 3. Enter the voter's information
 - 4. Click OK
 - 5. Click Provisional (affidavit) ballot
- 3. Direct voter to a voting station and permit voter to vote ballot.
- 4. After the voter has voted the ballot, remove the ballot stub and direct voter to deposit ballot in tabulator.
- 5. Issue the "Notice to Voters Who do not Appear on the Precinct's Registration List" typically found on the bottom of the "Four-Step" procedure form or as a detached notice in the precinct supply kit.
- 6. Forward the "Four-Step" procedure form completed by the voter to the clerk after the polls close.



If, after completing the "Four-Step" procedure form, it is determined that the ballot must be preserved as an "envelope" ballot, proceed as follows:

- 1. Prepare ballot as a "challenged" ballot and issue it to the voter.
- 2. Enter the Voter into the e-Pollbook. The voter's information must be manually entered into the EPB. To add a voter and issue a Provisional **envelope** ballot:

2/28/2012 - PRESIDENTIAL PRIMARY - PAW

! Search !

DOR

Middle Name: Suffix:

DOB:

3_{MCQVF} ADRIAN LOUISE

123 E MAIN ST

X Unlock this voter without performing any action

Label

Election:

DLN / Name:

This Precinct | Oth Julisted

Voter Name

- 1. Click the Unlisted tab
- 2. Click New
- 3. Enter the voter's information
- 4. Click OK
- 5. Click Provisional (envelope) ballot
- 3. Fold the ballot along the score lines and place the ballot into a provisional ballot secrecy sleeve with the stub exposed. Place the ballot secured inside of the secrecy sleeve into a **Provisional Ballot Security** Envelope. Complete the required entries on the outside



Alternate Method for QVF Precinct List/Traditional Pollbook Users For Provisional **affidavit** ballots: Enter the voter's name in the Poll Book Don Armstrong 159 and write "Provisional Affidavit" in the Sarah Junes 161 Prov. Affidarit corresponding remarks column. Scott Bradu 162 For Provisional **envelope** ballots: Betty Arthur Enter the voter's name in the Poll Book 76 Sally Briggs and write "Provisional Envelope" in the 77 Prov. Envelope corresponding remarks column. Sam Hauston 78

Entries Which Must Appear on Provisional Ballot Security Envelope

	PROVISIONAL BALLOT SECURITY ENVELOPE
	separate security envelope for each "envelope" ballot issued by the precinct board. Deliver all "envelope" ballots to the clerk after the polls close.
VOTE	ER'S NAME:
NAM	E OF CITY OR TOWNSHIP:
ELEC	TION INSPECTOR SEALING BALLOT:
PREC	CINCT NUMBER: DATE OF ELECTION:
REAS	SON WHY "ENVELOPE" BALLOT ISSUED (CHECK ONE):
	ELECTOR'S NAME DID NOT APPEAR ON THE PRECINCT'S QVF LIST. (Complete four-step procedure form before issuing ballot. Do <u>not</u> enclose the four-step procedure form in this envelope.)
	ELECTOR SUBJECT TO FEDERAL ID REQUIREMENT UNABLE TO PRODUCE AN ACCEPTABLE FORM OF ID. (There is no need to complete the four-step procedure form before issuing ballot.)
	ELECTOR PRODUCED PHOTO ID TO SATISFY THE MICHIGAN VOTER IDENTIFICATION REQUIREMENT; QUESTIONS OVER THE ELECTOR'S IDENTITY REMAINED AFTER INSPECTION OF THE PHOTO ID. (There is no need to complete the four-step procedure form before issuing a ballot.)

- 4. Issue the ballot to the voter secured inside of the secrecy sleeve and the Provisional Ballot Security Envelope.
- 5. Direct voter to a voting station and permit voter to vote ballot.
- 6. After the voter has finished marking the ballot and placed the ballot back into the secrecy sleeve with the stub exposed, direct the voter to the Help Desk or the ballot serial number verification station.
- 7. Once the ballot serial number is verified by an election inspector, direct the voter to place the secured ballot back into the Provisional Ballot Security Envelope. (To protect the secrecy of the ballot no member of the precinct board should handle the ballot during this step.) The ballot stub remains attached to the ballot.
- 8. Seal the Provisional Ballot Security Envelope and secure it in the envelope addressed to the local clerk for delivery after the close of the polls.
- 9. Issue the "Notice to Voters Unable to Satisfy State and/or Federal Identification Requirement" typically attached to the "Four-Step" procedure form or as a detached notice in the precinct supply kit.

10. Forward the four-step procedure form and the Provisional Ballot Security Envelope holding the voter's ballot to the clerk after the polls close in the Provisional Ballot Storage Envelope provided in your precinct supplies.

E ENVELOPE
LOCAL CLERK

TOPIC 7: BALLOT ISSUES

1. Ballots Rejected by Tabulator - Preserving Ballot Secrecy

It is improper for an election official or any member of a board of election inspectors to view a voter's marked ballot if the identity of the voter is known. It is particularly important that this point be emphasized to all election inspectors. Issues regarding ballot secrecy typically involve the mishandling of ballots that are rejected by the tabulator. To ensure the secrecy of all marked ballots, the election inspector assigned to monitor the tabulator must remain at least *10 feet away* from the tabulator whenever it is in use. This policy is referred to as the "10-foot rule." In addition, it is important that the instructions and options that are offered to a voter whose ballot is rejected by the tabulator are accurate and consistent.

The following "script" is offered to ensure uniformity in the interactions that take place between election inspectors and voters whose ballots have been rejected by the tabulator. The script is designed to be read to any voter who experiences the rejection of his or her ballot due to a voting error. It is recommended that a copy of the script be distributed to your election inspectors for use at the polls on Election Day.

STEP I: An election inspector reads one of the following statements to a voter whose ballot has been rejected by the tabulator due to a voting error:

Statement A. The voter has "overvoted" one or more offices or proposals on the ballot:

- The tabulator has rejected your ballot because it is improperly marked. According to the tabulator, *you have cast more votes* for an office or proposal *than allowed*.
- If you wish to correct this error, we will be happy to provide you with a replacement ballot.
- If you do not wish to correct this error, your ballot may be accepted as presented. Please be aware, however, that any invalid marks on your ballot will not be counted.

Statement B. The voter has "crossover" voted in a partisan primary:

- The tabulator has rejected your ballot because it is improperly marked. According to the tabulator, *you have cast votes for* candidates of *more than one political party*.
- If you wish to correct this error, we will be happy to provide you with a replacement ballot
- If you do not wish to correct this error, your ballot may be accepted as presented. Please be aware, however, that any invalid marks on your ballot will not be counted.

Statement C. The voter has not cast any votes ("blank" ballot):

- The tabulator has rejected your ballot because it appears that you did not cast any votes.
- If you wish to re-mark your ballot, you may return to the voting station. Instructions on the voting process will be provided upon your request.

• If you do not wish to re-mark your ballot, your ballot may be accepted as presented. Please be aware, however, that no votes will count.

STEP II: If the voter requests that his or her ballot be accepted as presented, the election inspector should *re-emphasize that one or more votes will not be counted* and offer the voter a second opportunity to obtain a replacement ballot:

Statement A. The voter has "overvoted" one or more offices or proposals on the ballot:

• If your ballot is accepted as marked, *no votes* cast for *any office or proposal* that is "overvoted" will count. Are you certain that you do not wish to receive a replacement ballot?

Statement B. The voter has "crossover" voted (voted for candidates of more than one political party):

• If your ballot is accepted as marked, *no votes* which appear in the *partisan section* of your ballot *will count*. *Are you certain* that you do not wish to receive a replacement ballot?

Statement C. The voter has not cast any votes ("blank" ballot):

• If your ballot is accepted as marked, *no votes* will count *for any offices or proposals*. *Are you certain* that you do not wish to return to the voting station?

2. Processing Absent Voter Ballots - False Reads

A "false read" is a term used to describe any situation where the tabulator rejects a ballot due to a "crossover vote" in a partisan primary or an "over vote" and the crossover vote or over vote was caused by 1) a correction (such as an erasure) or a stray mark that the tabulator identified as a vote on 2) an invalid write-in vote. Given the potential for "false reads," it is important that all absent voter ballots rejected by the tabulator be visually inspected to verify the reason for the rejection. If it is determined that the rejection was due to a "false read," the ballot must be duplicated. When duplicating the ballot, the stray mark, correction or invalid write-in vote must be eliminated to ensure the proper tabulation of all valid votes on the ballot. *See Topic 8 – Processing Absentee Ballots.*

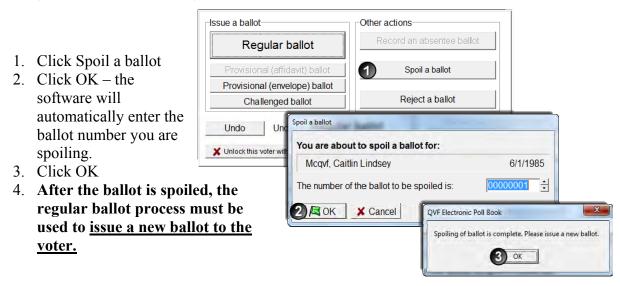
3. Spoiled Ballots

A voter who spoils his or her ballot may obtain a new ballot following the "Spoiled Ballot Procedure:"

- 1. Direct the voter to return the spoiled ballot secured inside the secrecy sleeve to the processing table. It is important that the secrecy of the ballot be maintained; *do not look at the voted ballot*. The Application to Vote will also be needed.
- 2. Write the word "Spoiled" on the top of the ballot.

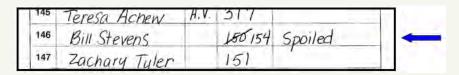


- 3. Instruct the *voter* to remove the stub (if not already removed) and place the ballot and stub in the envelope labeled "Spoiled or Defective Ballots." (If you were not supplied with an envelope reserved for this purpose, create your own.)
- 4. Record the spoiled ballot in the e-Pollbook. Pull the voter's record up in the EPB software by typing the voter's name into the DLN/Name field, entering the last name first, select the voter's name, click Lock this Voter Record and:



Alternate Method for QVF Precinct List/Traditional Pollbook Users

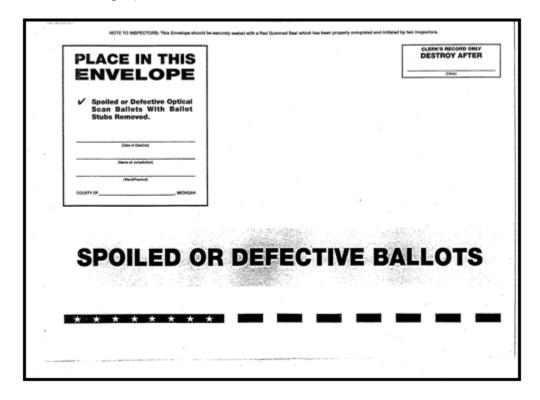
Draw a line through the first ballot number recorded in the Traditional Poll Book and the Application to Vote and note that the ballot was "Spoiled" in the Remarks column and record the new ballot number in the Poll Book.



5. Record the new ballot number on the List of Voters in the e-Pollbook or in the traditional Poll Book opposite the name of the voter and on the voter's Application to Vote.

Application to Vote – Poll List Date of Election November 4, 2007 I hereby certify that I am a registered and qualified thereby make application to vote at this election.		
PRINT NAME: Bob Walters 4/22/61 203 Holmo GATE OF BATTH SIGN HERE X Bob Walte SIGNATUR		
APPROVED ELECTION INSPECTOR	Spoiled	—

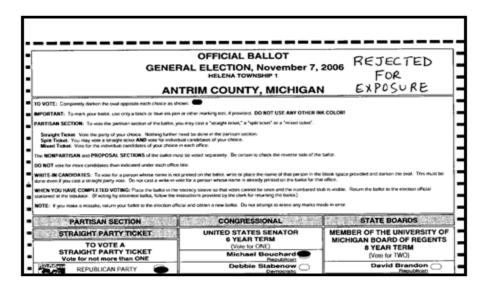
6. Return the spoiled ballot to the clerk after the polls close in the "Spoiled or Defective Ballots" envelope. (The envelope is sealed into the approved ballot container on election night.)



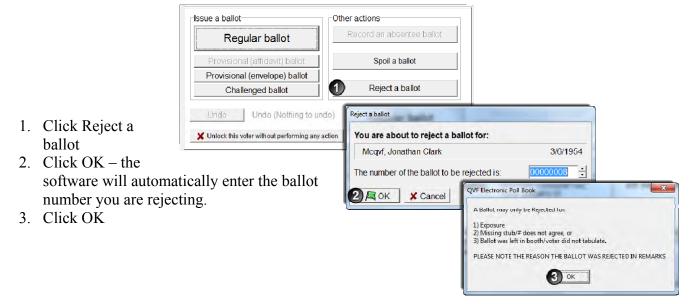
4. Exposed Ballots

If a voter who *deliberately* shows any person in the polling place how he or she voted, the voter's ballot is void and must be rejected. DO NOT PERMIT THE VOTER TO VOTE AGAIN IN THE ELECTION.

Mark the ballot, "Rejected for Exposure." Do not give the voter another ballot to replace the rejected one. Enter a complete account of the matter on the Remarks section of the e-Pollbook or Traditional Poll Book and follow the "Exposed Ballot Procedure:"

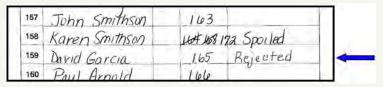


1. Record the rejected ballot in the e-Pollbook. Pull the voter's record up in the EPB software by typing the voter's name into the DLN/Name field, entering the last name first, select the voter's name, click Lock this Voter Record and:



Alternate Method for QVF Precinct List/Traditional Pollbook Users

Write "Rejected" next to the voter's name in the Traditional Poll Book



- 2. Make a notation of the incident in the Remarks section of the e-Pollbook or traditional Poll Book.
- 3. Seal the rejected ballot in an envelope labeled "Rejected."
- 4. Write the reason for the rejection along with the name of the voter on the outside of the labeled envelope. (If you were not supplied with an envelope reserved for this purpose, create your own.)
- 5. Return the rejected ballot to the clerk after the polls close.

5. Defective Ballots

If a voter's ballot is found to be defective and the *voter is unwilling to re-vote* the defective ballot, open the Auxiliary Bin and deposit the ballot inside. Assure the voter that his or her votes will be counted. (*The ballot must be duplicated after 8:00 P.M.*)

If the voter is willing to re-vote a new ballot, issue the new ballot following the "Spoiled Ballot Procedure."

TOPIC 8: PROCESSING ABSENTEE BALLOTS IN A PRECINCT OR ABSENT VOTER COUNTING BOARD

1. Processing Absentee Ballots

In a precinct, absentee ballots may be processed and tabulated as time permits throughout election day. In an absent voter counting board, ballots may be processed and tabulated as soon as the board convenes on election day - but no earlier than 7:00 a.m.

To ensure voter anonymity, absentee *ballots must always be processed in multiples*. Using at least two election inspectors who have expressed a preference for different political parties, proceed as follows:

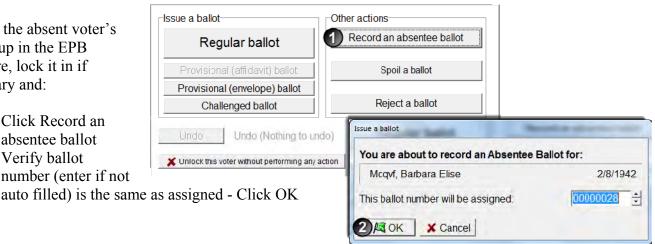
- 1. Determine the legality of the ballot:
 - A. Verify that the voter signed the outside of the absentee ballot return envelope.
 - B. Verify that the name on the absent voter ballot application is the same as the name on the ballot return envelope.
 - C. If processing in the precinct, check the e-Pollbook or QVF Precinct List to confirm that the voter did not vote in person earlier in the day.
- 2. If it is determined by a *majority of the board* that the ballot is illegal and should not be counted, do *not* open the return envelope. Write "REJECTED AS ILLEGAL" on the envelope along with the reason. This notation must be initialed by the chairperson.
- 3. Once the ballot has been determined legal, remove the ballot from the return envelope.
 - If the return envelope does not contain a ballot, make a notation on the remarks section in the e-Pollbook or Traditional Poll Book. If the voter did not return the secrecy envelope, insert the ballot in a secrecy sleeve from your supplies. If the ballot is not properly inserted in the secrecy sleeve, reinsert the ballot in the proper manner.
- 4. Check to see if the number on the ballot stub matches the ballot number recorded on the absent voter ballot application.

If the *stub is missing or the ballot number does not match*, enter a notation in the remarks section of the e-Pollbook or Traditional Poll Book and prepare the ballot as a "challenged" ballot.

5. If working with a List of Absent Voters, highlight the voter's name on the list or if processing in the EPB software record the absentee ballot by:

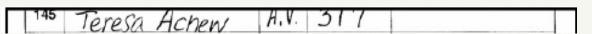
Pulling the absent voter's record up in the EPB software, lock it in if necessary and:

- 1 Click Record an absentee ballot
- 2. Verify ballot number (enter if not



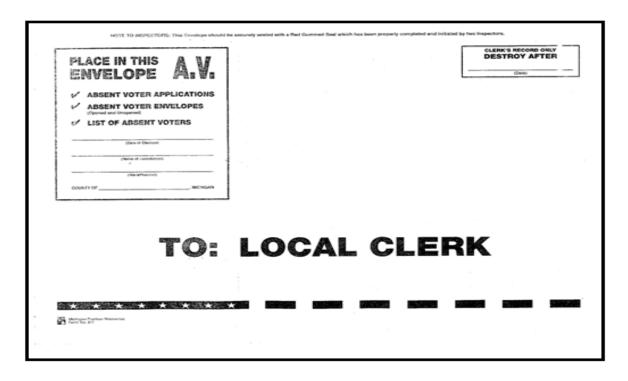
Alternate Method for QVF Precinct List/Traditional Pollbook Users

Enter the voter's name, the ballot number and the letter "A.V." (absent voter) in the Poll Book.



- 3. Print the voter's name, voter number (from e-Pollbook, Traditional Poll Book or List of Absent Voters), ballot number and the letters "A.V." on a blank Application to Vote. The election inspector who checked the legality of the ballot initials the application. (NOTE: If the voter completed the Application to Vote (bottom) portion of the absentee ballot application it is not necessary to complete an additional precinct style Application to Vote.)
- 4. Remove the ballot stub and secure the ballot until several AV ballots have been processed.
- 5. Remove multiple ballots from their secrecy envelopes and place them all together into one secrecy sleeve until ready for tabulation.

If an absentee ballot is received from a person who is not registered in your precinct according to the e-Pollbook or QVF Precinct List or whose name does not appear on the List of Absent Voters, do not open the return envelope. Contact the clerk for instructions. Return all absentee ballot envelopes – whether opened or not – to the clerk at the end of the day in the A.V. ENVELOPE provided in your supplies.



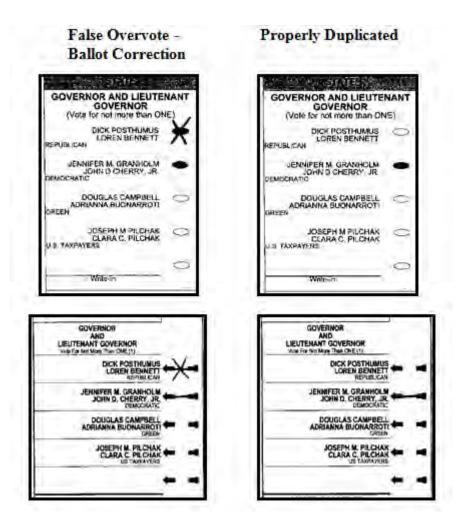
2. Handling Ballot Error Messages When Processing Absentee Ballots

If an absentee ballot is rejected by the tabulator it will be necessary to visually inspect the ballot to determine the appropriate course of action. If the rejection is due to a "false read," deposit the ballot into the auxiliary bin for duplication. NOTE: If processing absentee ballots in a precinct, duplications may not be made until after the close of the polls. If processing absentee ballots in an absent voter counting board, duplications may be made throughout election day.

The following "false reads" require duplication:

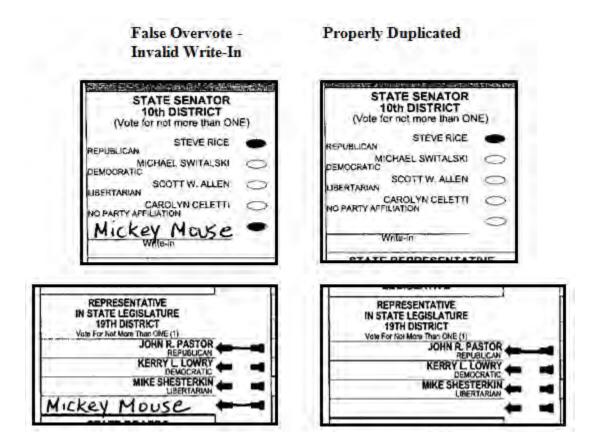
A. **False "overvote" created by ballot correction -** Ballot instructs voter to "Vote for not more than 1." Voter 1) casts vote by completing the arrow or filling in the oval 2) changes his or her mind and strikes vote and 3) votes for preferred candidate by completing a second arrow or filling in a second oval.

The tabulation equipment is programmed to identify and reject "overvoted" ballots. As a result, the ballot will be rejected due to the appearance of two marks in the race. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for the rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is overvoted, the rejection must be overridden.



B. **False "overvote" created by invalid write-in** - Ballot instructs voter to "Vote for not more than 1." Voter 1) casts vote by completing the arrow or filling in the oval 2) records an "invalid" write-in under the same office and 3) completes the corresponding arrow or oval. The write-in vote is "invalid" if it contains 1) a fictitious name 2) the name of a candidate who already appears on the ballot for the same office or 3) the name of a person who did *not* submit a "Declaration of Intent" declaring his or her interest in seeking nomination or election to the office as a write-in candidate.

The tabulation equipment is programmed to identify and reject "overvoted" ballots. As a result, the ballot will be rejected due to the appearance of two marks in the race. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is overvoted, the rejection must be overridden.



C. "Blank" ballot which contains valid votes - Ballot instructions advise the voter: "To mark your ballot, use only a black or blue ink pen. DO NOT USE ANY OTHER INK COLOR!"

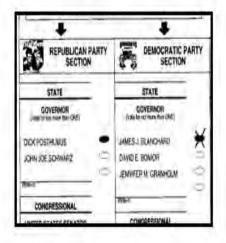
The tabulation equipment is programmed to identify and reject "blank" ballots. As a result, the ballot will be rejected due to the tabulator's inability to read any of the votes cast on the ballot. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is actually blank, the rejection must be overridden.

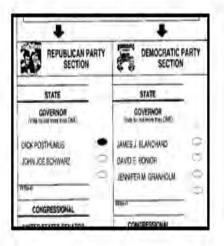
D. False "crossover" vote created by ballot correction - Partisan primary ballot advises voters: "...IF YOU VOTE IN MORE THAN ONE PARTISAN SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED." Voter 1) casts a vote in one of the party columns appearing on the ballot 2) changes his or her mind and strikes vote and 3) votes one or more offices in another party column.

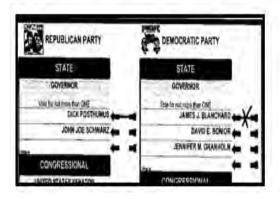
The tabulation equipment is programmed to identify and reject partisan primary ballots that contain a "crossover" vote. As a result, the ballot will be rejected due to the appearance of marks in more than a single party column. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is crossover voted the rejection must be overridden.

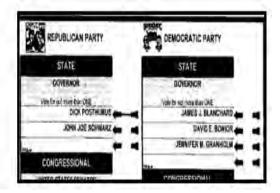
False Crossover Vote -Ballot Correction

Properly Duplicated







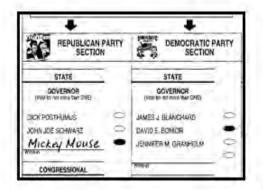


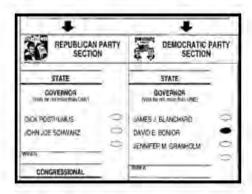
E. **False "crossover" vote created by invalid write-in -** Partisan primary ballot advises voters: "...IF YOU VOTE IN MORE THAN ONE PARTISAN SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED." Voter 1) enters an "invalid" write-in in one of the party columns on the ballot 2) completes the arrow or oval and 3) votes one or more offices in another party column. The write-in vote is "invalid" if it contains 1) a fictitious name 2) the name of a candidate who already appears on the ballot for the same office or 3) the name of a person who did *not* submit a "Declaration of Intent" declaring his or her interest in seeking nomination or election to the office as a write-in candidate.

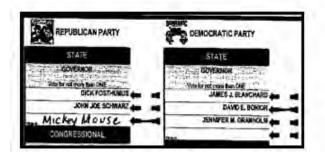
The tabulation equipment is programmed to identify and reject partisan primary ballots that contain a "crossover" vote. As a result, the ballot will be rejected due to the appearance of marks in more than a single party column. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is crossover voted the rejection must be overridden.

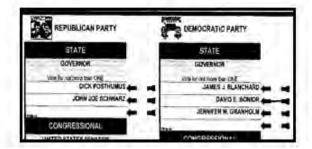
False Crossover Vote -Invalid Write-In

Properly Duplicated







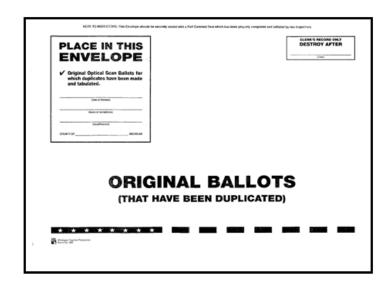


3. Duplication Procedure

Ballots that are processed and tabulated in a precinct may not be duplicated until *after the close* of the polls! Absentee ballots that are processed and tabulated in an absent voter counting board may be duplicated throughout election day.

The procedures for duplicating ballots that contain false "overvotes," ballots which cannot be scanned by the tabulator due to the voter's use of an improper marking implement, attempted corrections, and ballots which contain false "crossover" votes (if a partisan primary) are detailed below:

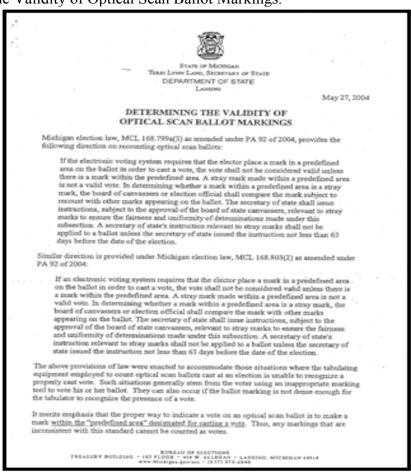
- A. After identifying the ballots that must be duplicated, count out an equal number of unused ballots. At the top of the first ballot to be duplicated write "1." At the top of the replacement ballot write "Dup 1." Follow the same numbering system for the remaining ballots which must be duplicated, i.e.: "2" "Dup 2"; "3" "Dup 3"; etc.
- B. Duplicate the ballots using a reader-checker process with two election inspectors who have expressed different political party preferences. One election inspector calls the valid marks from the original ballot as the second election inspector records the marks on the duplicate ballot. After the completion of the duplication process, the election inspectors who handled the procedure double-check the duplicated ballot against the original ballot.
- C. After the completion of double-checking, the duplicated ballot is tabulated. The original ballot is secured inside the "Original Ballots Envelope."



NOTE: If a mistake occurs when duplicating a ballot, note the error on the ballot and place it into the special envelope labeled "Original Ballots for which Duplicates Were Made." Obtain a new blank ballot for your supplies. If duplicating ballots in a precinct, be sure to include this ballot in the count when reporting the total number of ballots used for duplication in the ballot summary (back of Poll Book).

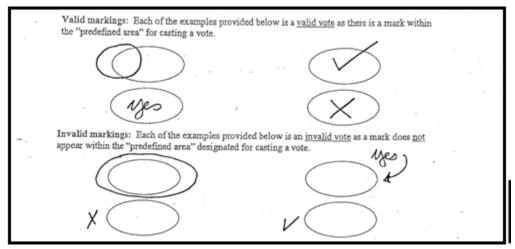
4. Optical Scan Validity Standards

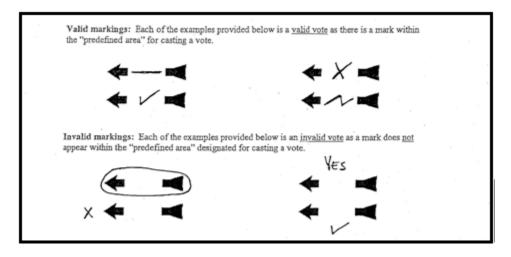
Information regarding Optical Scan Validity Standards can be found in the document titled, "Determining the Validity of Optical Scan Ballot Markings."



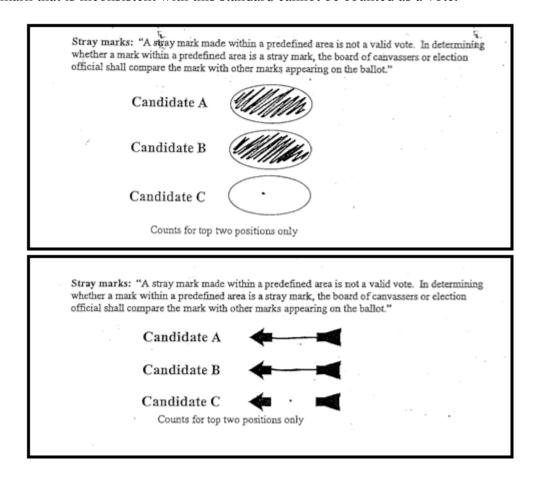
In order for an optical scan ballot marking to be ruled *VALID*, the following two standards must be met:

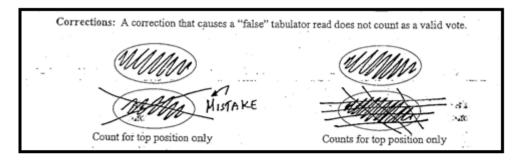
<u>Standard 1</u>: There must be a mark *within the "target area."* Any mark inconsistent with this standard cannot be counted as a vote.

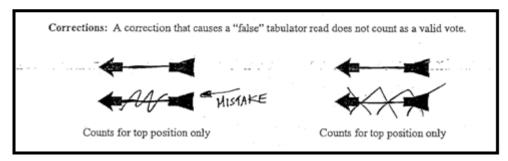




Standard 2: That mark must be *consistent* with all of the other marks on the ballot. Any mark that is inconsistent with this standard cannot be counted as a vote.







NOTE: A correction that causes a "false" tabulator read *does not count* as a valid vote

TOPIC 9: CAMPAIGNING AT THE POLLS AND EXIT POLLSTERS

1. Campaigning at the Polls

There is often confusion on Election Day over the provisions which govern campaigning at the polls. As a consequence, all election inspectors need to be aware of the following:

- 1. No person is permitted to solicit voters or engage in any type of campaigning within 100 feet of any doorway used by voters to enter the building in which a polling place is located. In addition, no person is permitted to post, display or distribute any material that directly or indirectly makes reference to an election, a candidate or a ballot question in the polling place, in any hallway used by voters to enter or exit the polling place, or within 100 feet of any doorway used by voters to enter the building in which the polling place is located. The following activities are included under the 100-foot restriction:
 - Displaying "pro and con" information on the proposals appearing on the ballot.
 - Approaching voters to encourage them to vote for or against a candidate or ballot question.
 - Distributing any type of campaign literature or write-in stickers.
 - Displaying signs, posters or bumper stickers.
 - Attempting to collect petition signatures.
 - Requesting donations, selling tickets or engaging in similar activities.
- 2. Before the polls open on Election Day, the members of the precinct board should inspect any doors, foyers or halls which the voters must pass through to enter the polling place to ensure that no unauthorized materials or signs are visible which indirectly or directly make reference to the election, candidates or ballots proposals. If any such signage or materials are found, *they must be removed before the polls open*.
- 3. A voter may park a car or other vehicle bearing campaign signs or bumper stickers within 100 feet of a doorway used by voters to enter the building in which the polling place is located during the time he or she is voting. Under any other circumstances, vehicles bearing campaign signs or bumper stickers must be parked at least 100 feet from any doorway used by voters to enter the building in which the polling place is located.
- 4. Election inspectors must request that voters entering the polls remove campaign buttons or cover up clothing which bears any reference to a political party or interest group, campaign slogans or a candidate names. In addition, voters must be told to conceal campaign literature or other campaign materials brought into the polls. While there is nothing to prohibit a voter from referring to campaign literature or "slate cards" when voting, such materials may not be left behind in the voting station. Election inspectors should periodically check each voting station for campaign literature left by voters and discard any that is found.

5. If a person persists in violating any of the above restrictions, contact the clerk or, if necessary, local law enforcement authorities.

2. Literature, Signs, Posters

Michigan election law stipulates that "a person shall not post, display, or distribute in a polling place, in any hallway used by voters to enter or exit a polling place, or within 100 feet of an entrance to a building in which a polling place is located any material that directly or indirectly makes reference to an election, a candidate, or a ballot question."

- 1. The above restriction includes materials developed to inform voters on the "pros" and "cons" of ballot proposals.
- 2. A voter may park a car or other vehicle bearing campaign materials within 100 feet during the time he or she is voting.

3. Use of Video Cameras, Cell Phones, Cameras, Televisions and Recording Equipment in the Polls

To ensure that all voters who attend the polls on Election Day have a full opportunity to exercise their right to vote in private without undue distractions or discomfort, the following must be observed:

- 1. The use of video cameras, still cameras and recording devices by voters, challengers and poll watchers is *prohibited* in the polls during the hours the polls are open for voting. (This *includes* the video camera, still camera and recording features built into many cell phones.)
- 2. Broadcast stations and news media representatives may be permitted to briefly film from the *public area* of the polling room. In no case can personnel working for broadcast stations or the news media set up a camera in the *voting area* of the polling room. In an instance where a broadcast station or media representative wishes to film a polling room and the public area of the polling room is too small to accommodate the film crew without interfering with the voting process, the film crew must film from the entryway to the polling room. Regardless of whether a film crew making such a request positions themselves in the public area of the polling place or the entryway to the polling room, the precinct chairperson must supervise the filming process to ensure that the secrecy of the ballot is fully protected and no voters are inconvenienced by the filming process.
- 3. News reporters are *not* permitted to interview voters inside the polling place.
- 4. The use of cell phones by voters who have entered a voting station to vote is prohibited. Voters may be permitted to use cell phones while waiting in line at the processing table if not disruptive to the voting process. Similarly, challengers and poll watchers may use cell phones if not disruptive or intrusive. (Of course, as noted above, the video camera, still camera and recording features built into many cell phones can *never* be used in the polls.)
- 5. Television watching is *prohibited* in the polls during the hours the polls are open for voting.

4. Exit Pollsters

Exit pollsters are persons employed to survey electors *after* they have voted. Exit pollsters must:

- 1. Remain at least 20 feet from the entrance to the building
- 2. Not enter the building, and
- 3. Not question voters *entering* the building.

TOPIC 10: CHALLENGERS AND POLL WATCHERS

1. Challengers

The law allows "election challengers" and "poll watchers" to monitor the election process as a safeguard against election fraud. Challengers, appointed by political parties and qualified groups and organizations, enjoy special rights and privileges. While poll watchers are not extended the same rights and privileges, there is no appointment process associated with the placement of poll watchers in the polls or on absent voter counting boards.

General Information:

- A challenger must be a registered voter in the state of Michigan.
- A challenger may *not* be a candidate for any elective office in the election. (Exception: a candidate for precinct delegate may serve as a challenger in a precinct other than the precinct in which he or she is a candidate.)
- A person appointed as an election inspector at the election may not act as a challenger at any time throughout the course of the day.
- A challenger may be assigned to serve in any precinct or absent voter counting board established in the state. In addition, a challenger may be assigned to serve in any number of precincts.
- A political party, group or organization may not have more than *two* challengers present in a voting precinct or more than *one* challenger present in an absent voter counting board at any time throughout the course of the day.
- A political party, group or organization may rotate challengers assigned to a voting precinct; a challenger assigned to an absent voter counting board must remain in the room in which the absent voter counting board is working until the close of the polls (8 p.m.).
- All challengers must carry an identification card issued by the appointing political party, group or organization. The identification card must show the challenger's name; the name of the appointing political party, group or organization; and the precinct or precincts in which the challenger is authorized to serve. It is recommended that challengers wear an identification badge which bears the words "ELECTION CHALLENGER." Upon entering a precinct, the challenger must exhibit the identification card to the precinct chairperson.
- A challenger appointed to serve in an absent voter counting board is required to take and sign the following oath: "I (name) do solemnly swear (or affirm) that I shall not communicate in any way information relative to the processing or tallying of voters that may come to me while in this counting place until after the polls are closed." The oath may be administered by any member of the absent voter counting board.

Conduct:

- Challengers must conduct themselves in an orderly manner at all times. A challenger can be expelled from the precinct for unnecessarily obstructing or delaying the work of the election inspectors; touching ballots, election materials or voting equipment; campaigning; or acting in a disorderly manner.
- A challenger is expressly prohibited from threatening or intimidating voters 1) entering the polling place 2) applying to vote 3) entering a voting station 4) voting or 5) leaving the polling place.
- Challenges may *not* be made indiscriminately or without good cause.
- Challengers cannot campaign, distribute literature or display any campaign material (including campaign buttons) in the polls or within 100 feet of any doorway being used by voters to enter the building in which the polling place is located.
- Challengers do not have the authority to approach voters or talk to voters for any reason. Similarly, challengers are prohibited from wearing anything, displaying anything or saying anything that suggests or conveys that they are available to assist voters in anyway or answer questions that voters may have.
- Challengers do not have the right to use video cameras or recording devices in the polling place.
- A challenger is prohibited from wearing or otherwise displaying a button, armband, vest, shirt, hat or any similar items which identifies the organization he or she represents.
- Challengers do not have the authority to place tables in the polls.

Rights of Challengers: It is the duty of the precinct board to provide space for challengers which will enable them to observe all election procedures being carried out. In a voting precinct, challengers are permitted to position themselves behind the election inspectors' table. Those present in the polls (including all election inspectors and voters) are expressly prohibited from threatening or intimidating any challengers assigned to serve in the polling place.

Challengers have the right to:

- Examine the voting equipment before the polls open and after the polls close.
- Observe each person offering to vote. (Challengers may *not* observe electors voting.)
- Observe the processing of voters.
- Bring to the precinct board's attention the improper handling of a ballot by a voter or an election inspector; that the 100 foot campaign restriction is being violated; or that any other election law or prescribed election procedure is being violated.
- Inspect the Applications to Vote, List of Voters in the e-Pollbook and/or Traditional Poll Book, QVF Precinct List and any other materials used to process voters at the polling place. (When exercising this right, challengers may *not* touch the Applications to Vote, e-Pollbook or Traditional Poll Book, QVF Precinct List or other materials being used by the precinct board.)

- Keep notes on the persons offering to vote, the election procedures being carried out and the actions of the precinct board.
- Remain in the precinct until the precinct board completes its work.

If two challengers are representing a political party, group or organization in the precinct, only *one* of the challengers may hold the authority to challenge at any give time. The challengers may alternate the authority to challenge at their discretion. The challengers must advise the precinct board each time the authority is alternated.

Challenge Procedures:

"Unqualified Voter": A challenger has the right to challenge a voter if the challenger has good reason to believe that a person who offers to vote is not qualified to vote in the precinct. For example, the voter 1) is not a true resident of the city or township 2) has not yet attained 18 years of age 3) is not a United States citizen or 4) did not register to vote on or before the "close of registration" for the election at hand.

Generally, such challenges are based on research conducted in advance of the election by the challenger or the organization the challenger represents. In other cases, the voter may make a statement regarding his or her age, residency status, registration date or citizenship status when offering to vote that gives the challenger "good reason to believe" that the voter is not qualified to vote in the precinct.

Challenges issued against voters must be directed to the chairperson of the precinct board before the voter is issued a ballot. After the challenge is issued, the chairperson of the precinct board or an election inspector designated by the chairperson is responsible for supervising the challenge to make sure that it is conducted promptly and courteously. (If there are other voters present, the challenged voter can be removed from the line to avoid processing delays.) The challenge proceeds as follows:

- 1) After the challenge is made, the challenged person takes the oath printed below. The oath is administered by the chairperson of the precinct board or a designated election inspector.
 - "I swear (or affirm) that I will truly answer all questions put to me concerning my qualifications as a voter."
- 2) After the oath has been administered, the precinct chairperson or a designated election inspector may question the challenged voter. Election law stipulates that the questions be confined to the person's qualifications as a voter (citizenship, age, residency and date of registration).
- 3) A challenged voter is permitted to vote a specially prepared "challenged ballot" if the answers given under oath prove that he or she is qualified to vote in the precinct. A challenged voter may *not* vote if he or she refuses to take the oath, refuses to answer appropriate questions under oath or is found to be not qualified to vote through the answers given under oath.
- 4) A complete record of the challenge must be entered on the "CHALLENGED VOTERS" page in the binder or traditional Poll Book. The record must include the name of the person making the challenge; the reason for the challenge; the time of the challenge; the name,

address and telephone number of the person challenged; and any other pertinent information.

A challenger is not permitted to challenge a voter's right to vote unless the challenger has good reason to believe that the elector is not eligible to vote in the precinct. A challenger does not have the right to issue a challenge based on an "impression" that the voter may not be eligible to vote in the precinct due to the voter's manner of dress, inability to read or write English, perceived race or ethnic background or need for assistance with the voting process. Similarly, a challenger does not have the right to issue a challenge due to any physical or mental disability the voter may have or is perceived to have.

Every effort must be made to ensure that the challenge procedures are properly carried out in the polls as the abuse of the process can have serious consequences including the disenfranchisement of qualified electors, criminal violations and legal challenges over the election results. The precinct chairperson has the authority to expel challengers who abuse the challenge process.

Absentee Voter at Polls: A challenger has the right to challenge any voter issued an absentee ballot who appears at the polls to vote on election day claiming that he or she never received the absentee ballot, lost the absentee ballot or destroyed the absentee ballot.

If such a challenge is made, the precinct inspector handling the challenge issues the voter a ballot which has been prepared as a "challenged ballot" and enters a record of the challenge on the "CHALLENGED VOTERS" page in the binder or traditional Poll Book; the questioning of the voter is not required. (Note: A voter issued an absentee ballot who appears at the polls to vote on election day claiming that he or she never received an absentee ballot, lost his or her absentee ballot or destroyed his or her absentee ballot is required to sign an affidavit to that effect before voting in person. This requirement applies regardless of whether the voter is challenged.)

Precinct Board Fails to Automatically Issue a Challenged Ballot When Required: Under the circumstances outlined below, precinct boards are required to *automatically issue* a voter who attends the polls a ballot prepared as a "challenged ballot" and enter a record of the challenge on the "CHALLENGED VOTERS" page in the Poll Book:

- 1) A voter who refuses to enter his or her birthdate on the Application to Vote form is required to vote a ballot prepared as a "challenged ballot."
- 2) A voter who enters a birthdate on the Application to Vote form which does not correspond to the birthdate recorded for the voter on the registration list is required to vote a ballot prepared as a "challenged ballot."
- 3) A voter who is issued a "provisional ballot" is required to vote a ballot prepared as a "challenged ballot." (In such an instance, the ballot issued to the voter must be prepared as a "challenged ballot" regardless of whether the ballot will be tabulated in the polls or preserved as an "envelope ballot" and held for evaluation after the election.)
- 4) An absentee ballot must be prepared as a "challenged ballot" if the ballot stub is missing or the ballot serial number does not match the serial number recorded for the absentee voter.

If a challenger has reason to believe that the precinct board is not preparing a ballot as a "challenged ballot" when required, the challenger must direct the challenge to the precinct chairperson. If the chairperson rejects the challenge, the challenger has the right to contact the election official in charge of the election to resolve the matter at issue. The election inspectors

must enter a complete record of the challenge on the "CHALLENGED VOTERS" page in the binder or traditional Poll Book.

Absentee Ballots: If a challenger has reason to believe that an absentee ballot has been submitted by a person who is not qualified to vote in the precinct, a challenge may be made as the ballot is being processed. If such a challenge is made, the election inspector handling the challenge writes the number appearing on the voter's ballot in pencil on the back of the ballot; conceals the number with tape or a slip of paper as directed by the election official administering the election; enters a record of the challenge on the "CHALLENGED VOTERS" page in the binder or traditional Poll Book; and proceeds with the routine processing and counting of the ballot.

Actions of the Precinct Board: If a challenger has reason to believe that the precinct board is not following election law, the actions of the precinct board may be challenged by consulting with the board chairperson. If the chairperson rejects the challenge, the challenger has the right to contact the election official in charge of the election on the matter at issue. The election inspectors must enter a complete record of the challenge in the binder or traditional Poll Book.

Administration of Voter Identification Requirement: Every Michigan voter who offers to vote at the polls must show picture identification or sign an affidavit attesting that he or she is not in possession of picture identification.

As a challenger may challenge election procedures that are not being properly performed, a challenge may be made if an election inspector attempts to issue a ballot to a voter who has not shown picture identification or signed an affidavit. Also, a challenger may challenge the ballot of a voter if the challenger has *good reason to believe* the person is not properly registered. Consequently, a challenge may be issued if a voter provides picture identification with an address that is different than the address in the e-Pollbook or on the OVF precinct list.

A voter *cannot* be challenged just because he or she is not in possession of picture identification or did not bring picture identification to the polls and signs the affidavit in order to vote. Of course, as is the case with any voter, a voter who is unable to show picture identification can be challenged if a challenger has good reason to believe that the person is not qualified to vote in the precinct.

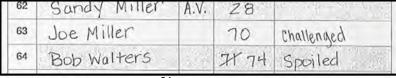
The Preparation and Issuance of Challenged Ballots:

A challenged voter must vote on a specially prepared optical scan ballot as explained below:

- The election inspector handling the challenge writes the number appearing on the voter's ballot in pencil on the back of the ballot.
- After the ballot number is recorded in pencil on the ballot, the number is concealed with tape and/or a slip of paper as directed by the election official administering the election.
- The election inspector processes the voter in the e-Pollbook.

Alternate Method for QVF Precinct List/Traditional Pollbook Users

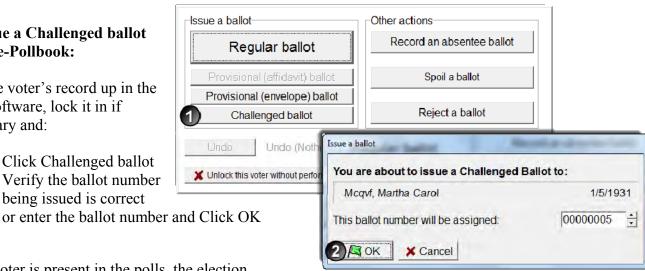
The election inspector enters the voter's name in the Traditional Pollbook and write Challenged in the Remarks column. A.V.



To issue a Challenged ballot in the e-Pollbook:

Pull the voter's record up in the EPB software, lock it in if necessary and:

- 1. Click Challenged ballot
- 2. Verify the ballot number being issued is correct



If the voter is present in the polls, the election inspector issues the specially prepared ballot to the voter. The voter then votes the ballot in a voting station. After the voter has voted the ballot, the ballot is deposited in the tabulator under routine procedure.

If an absentee ballot is involved, the election inspector deposits the specially prepared ballot in the tabulator under routine procedure.

A challenged ballot cannot be retrieved for examination after the election without an appropriate court order.

Absentee Voter Challenge: If an absentee ballot being processed in your precinct is challenged, identify the ballot as described above, complete the processing of the ballot under the normal procedures, and make a complete record of the challenge on the "CHALLENGED VOTERS" page in the binder and traditional Poll Book.



2. Poll Watchers

An election is an open process that may be observed by any interested person. (However, note that candidates may not remain in the polling place after they have voted because of the possible conflict with the provisions which prohibit campaigning within 100 feet of the polls.) A person who wishes to observe the election process -- who is not a qualified election challenger -- is commonly called a "poll watcher." The qualifications, rights and duties of poll watchers and challengers are contrasted below:

- A challenger must be registered to vote in the state of Michigan; poll watchers do not have to meet this requirement.
- Poll watchers are subject to the same "conduct standards" as challengers.
- A challenger has the right to challenge a person's right to vote and the actions of the precinct board; a poll watcher does not have this authority.
- A challenger may sit behind the processing table; a poll watcher does not have this privilege. (Poll watchers must sit or stand in the "public area" of the polling place where they will not interfere with the voting process.)
- Challengers have a right to look at the e-Pollbook or Traditional Poll Book; poll watchers may look at the e-Pollbook or traditional Poll Book at the discretion of the precinct board chairperson. A challenger or a poll watcher may *not* touch the e-Pollbook or traditional Poll Book or any other voting records.
- A poll watcher who wishes to be present in an absent voter counting board must remain in the room in which the absent voter counting board is working until close of the polls (8 p.m.).
- A poll watcher who wishes to be present in an absent voter counting board is required to take and sign the following oath: "I (name) do solemnly swear (or affirm) that I shall not communicate in any way information relative to the processing or tallying of voters that may come to me while in this counting place until after the polls are closed." The oath may be administered by any member of the absent voter counting board.

Election Challengers and Poll Watchers: Summary of Rights and Duties

Challengers	Challengers	Poll Watchers
Must carry credentials issued by appointing	Yes	No
authority.		
Must be registered to vote in Michigan.	Yes	No
Has the right to challenge a person's eligibility to	Yes	No
vote.		
Has the right to challenge the actions of election inspectors.	Yes	No
May stand or sit behind processing table.	Yes	No. Must remain
		in public area.
Has the right to look at the Poll Book and other	Yes	Yes. But only as
election materials.		permitted by
		precinct board and
		when voting
		process will not be
		delayed.
May handle the Poll Book and other election	No	No
materials.		
May use a video camera or recording device in	No	No
polling place.		
May use a cell phone in polling place (for purposes	Yes. If not	Yes. If not
other than campaigning).	disruptive.	disruptive.
May wear clothing, button, arm band, vest, etc. that	No	No
identifies organization he or she represents.		
May place tables in the polls	No	No
Has the right to approach and question voters.	No	No
Can offer assistance to voters.	No	No
May remain in the polling place until the election	Yes	Yes
inspectors complete their work.		
May obtain the vote results generated in the precinct	Yes	Yes
after the polls close.		

The equal treatment of competing interests is the cornerstone of fair elections! As a result, any special measures taken in the polls to provide challengers and poll watchers with information on the voters who have participated in the election must be administered in such a way as to ensure equal access to the information by all interested persons.

TOPIC 11: WRITE-IN CANDIDATES

1. Providing Information

If a voter asks for information on the write-in candidates who are seeking the offices on the ballot, advise the voter to contact the clerk. Do *not* provide the names of write-in candidates if asked or display the names of write-in candidates inside the polling place.

2. "Declaration of Intent" Requirement

An individual who wishes to seek nomination or election to a federal, state, county, city, township, village or school office with write-in votes is required to file a "Declaration of Intent" with the appropriate election official by 4:00 p.m. on the second Friday preceding the election.



• The local clerk is responsible for notifying the precinct board of any write-in candidates who filed a Declaration of Intent. The clerk must include the corresponding office and political party (if applicable) for each write-in candidate.

- A write-in vote cast for an individual who has *not* filled a Declaration of Intent *does not count*. Similarly, a write-in vote cast for an individual who filed a Declaration of Intent does not count unless the office for which the write-in vote was cast corresponds to the office identified on the Declaration of Intent; if a partisan primary, a write-in vote cast for an individual who filed a Declaration of Intent does not count unless the *office and party* correspond. Write-in votes which do not count for the above reasons are *not* considered when determining whether an "over vote" has occurred or whether a "crossover" vote has been cast at a partisan primary.
- The Declaration of Intent requirement is *waived* if a candidate appearing on the ballot for the office involved dies or is otherwise disqualified on or after the Wednesday immediately preceding the election. If the waiver is invoked, all write-in votes cast for the office must be counted including any write-in votes cast for candidates who have not filed a Declaration of Intent. The waiver does *not* apply to precinct delegate positions.

3. Declaration of Intent Requirement: Precinct Delegate Positions

For information on Write-in votes for precinct delegate positions, please see "Topic 17 – Precinct Delegates."

4. Retrieving Write-In Ballots

Depending on the type of optical scan system employed by the precinct, it may be necessary to visually inspect the ballots deposited into the *main bin* in addition to the ballots deposited into the *write-in bin* to identify all ballots containing one or more write-in votes.

5. Validity Standards for Write-In Votes

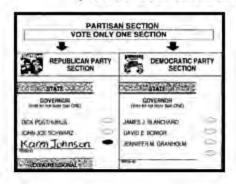
- Step 1: There must be a mark within the "target area."
- Step 2: The mark must be consistent with all other marks on the ballot.
- <u>Step 3</u>: There must be a name written in the corresponding blank space. (NOTE: The use of stickers is prohibited.)
- Step 4: The name must be a declared write-in candidate.
- <u>Step 5:</u> The name and its placement on the ballot must correspond with the office and party (if applicable) listed on the Write-In Declaration of Intent form.

EXAMPLES:

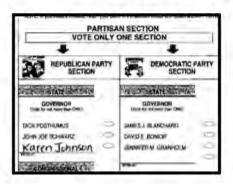
Primary Election

Declared Write-In: Karen Johnson – Governor – Republican Party

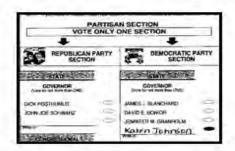
Voter #1 - Valid Write-In (Vote awarded to Karen Johnson)



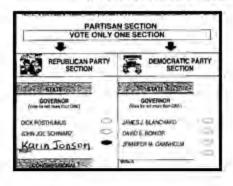
Voter #3 - Invalid Write-In (Target area not marked)



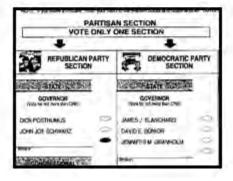
Voter #5 – Invalid Write-In (Name written under wrong party)



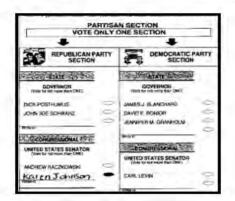
Voter #2 - Valid Write-In (Vote recorded as Karin Jonson)



Voter #4 – Invalid Write-In (No name recorded)



Voter #6 – Invalid Write-In (Name written under wrong office)



General Election

Declared Write-In: James Smith – U.S. Senator – Democratic Party

Voter #1 - Valid Write-In (Vote awarded to James Smith)

PARTISAN BALLOT
(Continued)

LINITED STATES SENATOR
(Vote for not incree than DNL)

ARCHIOLOGY
DEBOORDER (AND ENGLISH)

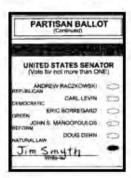
DRIBON BANGOPOULOS

REFERENCE MANGOPOULOS

DOUG DERN

Smith

Voter #2 - Valid Write-In (Vote recorded as Jim Smyth)



Voter #3 – Invalid Write-In (Target area not marked)

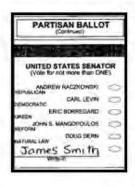
James

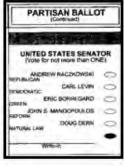
Voter #4 – Invalid Write-In Voter #5 – Invalid Write-In (No name recorded) (Name written under wrong office)

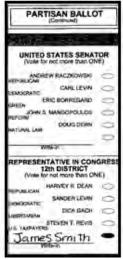
PARTISAN BALLOT

PARTISAN BALLOT

PARTISAN BALLOT







6. Recording Write-In Votes

Election inspectors must record all write-in votes exactly as cast. The record should reflect the candidate's name with any name variations or misspellings preserved; the office; and the political party (if a partisan primary). Note: Write-in votes are only recorded for declared write-in candidates and must be recorded by the voter under the proper office and political party, if applicable, as indicated on the Declaration of Intent submitted by the candidate. If the name of a write-in candidate is recorded by the voter under an office or political party that differs from the office and or political party listed on the Declaration of Intent, the write-in vote is not recorded. Write-in votes are not processed or tallied until after 8:00 P.M.

rd# WRIT	OPTICAL SC	AN STATEMENT OF VOTES Date of Election: 11/7/07										
CANDIDATE'S NAME	OFFICE	PARTY	Ę	10	16				TES		45 5	TOTAL WRITE-IN
William Smith	Township Clerk	Republican			_	20	20	30	30	40	40 0	12
W. Smith	Township Clerk	Republican	11	JE/JI	-				Н		\vdash	2
Bill Smith	Township Clerk	Republican		Ж	7,94	Ж	T		\vdash		\vdash	21
Judith Jones	Township Clerk	Democrat	THL			.,					\Box	7
Judy Jones	Township Clerk	Democrat	111	-							П	3
Judyth Jones	Township Clerk	Democrat	1		Г							/
Judy Johns	Township Clerk	Democrat	1				П	Г			П	1
Jim Taylor	State Rep - 33rd Du	Republican	TH	1								6
Jimmy Taylor	State Rep- 33rd Dis.	Republican Republican	1/									2
J										_	Ш	
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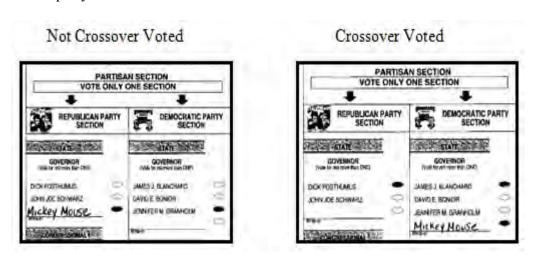
7. Correcting Vote Totals

If the *invalid write-in vote* is the only vote cast for the office, additional special handling is not required; return the ballot with those that did not contain a write-in vote. However, if in addition to the invalid write-in vote the voter cast one or more votes for the same candidate(s) and/or other candidates on the ballot for the same office, or, if at a general election, cast a Straight Party vote by filling in the oval at the top of the same party column that the write-in vote appears in, any additional vote(s) for the same office may be valid; proceed to Step 1 below:

Step 1: Determine if the office is *overvoted*. Do not consider any invalid write-in votes when making this determination. An over vote results when the number of valid votes cast for an office, minus any invalid write-in votes, exceed the total number of votes allowed for the office.



Step 2: If the election is a partisan primary, also determine if the partisan section of the ballot is *crossover voted*. Do not consider any invalid write-in votes when making this determination. A cross-over vote results when valid votes, minus any invalid write-in votes, are cast within the partisan section of the ballot in more than one party column.



If the office is over voted or the votes cast for the office are affected by a cross-over vote, the votes are invalid; return the ballot with those that did not contain a write-in vote.

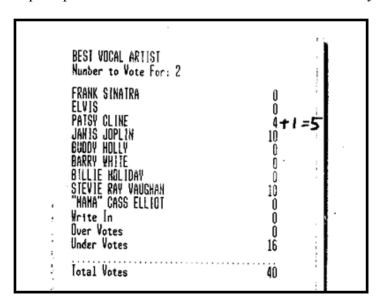
Exception – If one or more additional offices on the same ballot contain a write-in vote, these same procedures, beginning with the validity standards in section 5 above, must be repeated for each office involved.

If the office is *not over voted* and the votes cast for the office are *not affected by a crossover vote*, the votes cast for the candidate(s) under the office must be manually added to the total vote received by the candidate(s); the *Totals Tapes MUST be corrected*.

NOTE: An invalid write-in vote can never cause an over vote or a crossover vote!

Procedures for Correcting Vote Total(s)

<u>DO NOT</u> duplicate or retabulate the ballot! Instead, since the polls are closed and the Totals Tapes have already been printed, *each copy* of the Totals Tape must be manually corrected. To make the correction, locate the office(s) involved on the Totals Tape. (It is recommended that one tape be corrected at a time.) Next, locate the name of the candidate(s) who is entitled to receive the additional vote; then in ink, next to the number of votes received by each of the candidate(s) involved, write +1 and the new corrected vote total. Make this same correction on all remaining Totals Tape copies. Double check each correction for accuracy!



If one or more additional offices on the same ballot contain a write-in vote, these same procedures, beginning with the validity standards in section 5 above, must be repeated for each office involved. If no additional offices on the same ballot contain a write-in vote, return the ballot with those that did not contain a write-in vote.

TOPIC 12: CLOSING THE POLLS

1. Important Notes

- The polls must remain open for voting until 8:00 p.m.
- It is the duty of the precinct chairperson to publicly announce the closing of the polls by declaring, "The polls are now closed."
- Every voter standing in line at 8:00 p.m. *must be permitted to vote*.
- The doors to the polling place must remain unlocked after the polls close and during the precinct canvass.
- Persons observing the closing of the polls may not enter the processing area and must conduct themselves in an orderly manner.
- The board may clear the polls if necessary to assure the orderly completion of the precinct's records.

2. Procedure for Closing the Polls

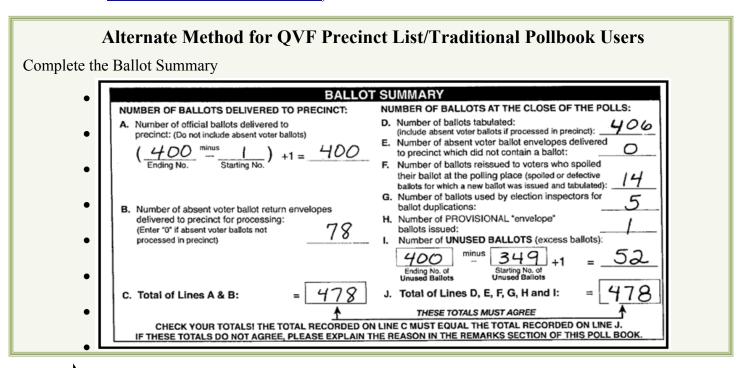
- Verify that all valid absent voter ballots have been tabulated (if absent voter ballots are processed in the precinct).
- Check auxiliary bin and accurately duplicate and tabulate any ballots requiring duplication (see page 54).
- Verify that the number of ballots tabulated equals the number of voters according to the Binder Pollbook or Traditional Poll Book. If it does not and the reason is known, note the reason in the Remarks section of the e-Pollbook or Traditional Pollbook

CERTIFICATE OF ELECTION INSPECTORS WE CERTIFY THE FOLLOWING: AT THE CLOSE OF THE POLLS (Except as noted on the Remarks Page of this Poll Book) The number of voters according to this Poll Book is (include absent voter ballots if processed in precinct): The number of ballots tabulated is: 308

- Generate the totals tapes. (A minimum of 3 copies will be needed.)
- Verify that all valid write-in votes have been tallied in the Binder Pollbook or Traditional Pollbook and the totals recorded on the Statement of Votes.
- Verify that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.
- Verify that the tabulator totals tapes and proposal language are attached to the appropriate copies of the Statement of Votes.

TTACH PRECINCT TABULATOR ATEMENT OF VOTES TAPE HERE.	ENTER OR ATTACH PR	OPOSAL LANGUAGE HERE.	
Today Forms Today Forms Total Series Tota	SCHOOL DISTRICT #23 HIGH SCHOOL LEVY Shall a tevy be made in addition to the regular levy authorized by law in such number of milks as may be recessary to raise the funds of Two Hundred Twenty-Two Thousand Four Hundred Elighteen Dollars (\$202.418.00) for the pur-pose of the proper maintenance and operation of the District High School or appresimately if - seen and one tenth (15.1) milks. FOR an additional levy to raise the funds of Two Hundred Twenty-Two Thousand Four Hundred Elighteen Dollars (\$202.418.00) and being approximately affects and one tenth (15.1) milks. AGAINST an additional levy to naise the funds of Two Hundred Twenty-Two Thousand - Four Hundred Eighteen Dollars (\$202.418.00) and being approximately fifteen and one tenth (15.1) milks.	PROPOSED TAX LEVY-(RENEWAL) WESTERN RESERVE TRANSIT AUTHORITY A Majority Affirmative Vote Is Necessary For Passage A RENEWAL OF AN EXISTING TAX for the benefit of WESTERN RISERVE TRANSIT AUTHORITY for the purpose of PROVIDEND FUNDS FOR THE AUTHORITY'S OPERA- TIONS AND CAPITAL BUDGETS at a rate not exceeding TWO (2) MILLS for each one dollar of valuation, which amounts to TWENTY CENTS (320) for each one handed dollars of valuation, for a period of FOUR (4) YEARS COMMENCING WITH TAX YEAR, 1986. FOR THE TAX LEVY AGAINST THE TAX LEVY	

• Complete the Ballot Summary and other Reports in the e-Pollbook (see page 30 of the Electronic Pollbook User Manual)

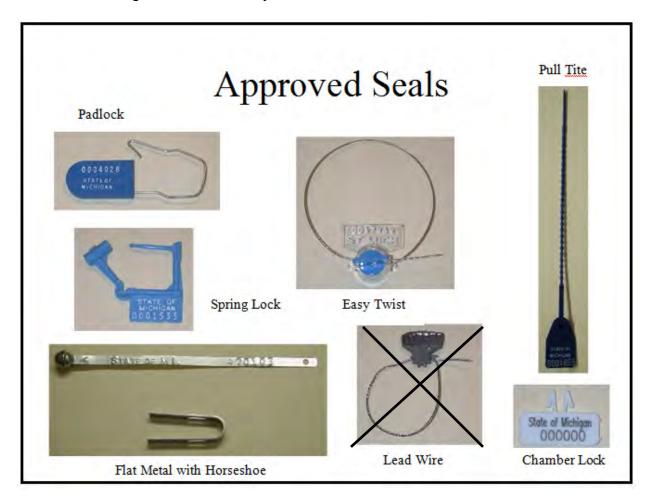


Very important!

Secure ballots in an approved container and record the seal number on the ballot container certificate, the Statement of Votes, and the Poll Book. Ensure that the seal number is attested to by two inspectors representing different political parties.

Materials that are secured in the approved ballot container include:

- Used (voted) ballots
- Unused ballots
- Spoiled and Defective Ballots Envelope
- Original Ballots Envelope



NOTE: Traditional canvass *ballot bags* are not approved for the storage and security of ballots under the 30-day post election State security period as required under the provisions of Michigan election law. In the event of a recount, ballots that are secured in a ballot bag alone may not be recounted. *In addition, the use of the "Lead Wire" shown above is no longer acceptable.*

• Complete the Certificate of Election Inspectors/Statement of Votes (multiple formats available).

STATEMENT OF VOTES - CERTIFICATE OF ELECTION INSPECTORS

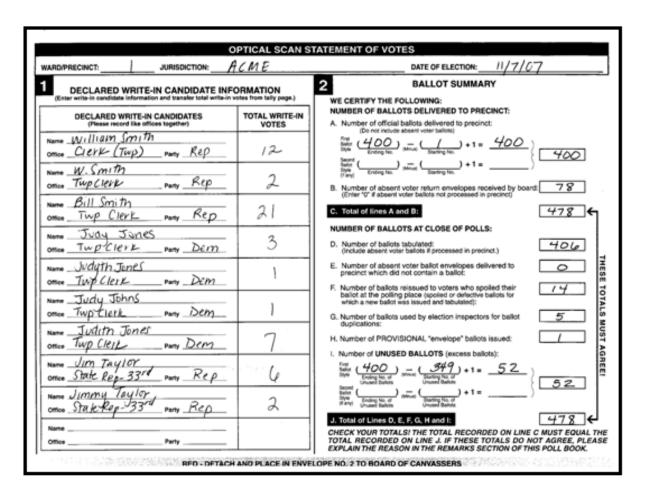
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The number of ballots tabulated is:			
Verified that the number of ballots tabulated e	quals the number of vote	rs according to this Poll Book and the	at no discre
exist between the Poll Book and Application Poll Book.	s to Vote. If they do not	agree, make a notation in the Rema	arks Sectio
Listed the challenged voters, if any, in this Pi	oll Book and properly ide	ntified the challenged ballots	
Verified that all valid absent yoter ballots have	ve been tabulated (if absi	ent voter ballots processed in precin	nct).
Verified that any ballots requiring duplication	have been accurately di	uplicated and tabulated.	
Verified that all valid write-in votes have be-	en tallied and the totals r	ecorded to the Statements of Votes	s in this Po
 Verified that all provisional "envelope" ballots security envelopes. 	issued, if any, were prop	erly recorded, identified and sealed i	in provision
Verified that the tabulator statement of votes	tape and proposal langu	age are attached to the appropriate	copies.
Verified that the number of ballots issued to t			er of spoile
and the number of unused ballots are accura Verified that if the number of ballots tabulated			int of Vistor
the discrepancy is noted in the Remarks sec	tion.	number of foles according to the L	19f DI AOIGI
By signing below: we, the undersigned r (used and unused) except envelope ballots v	nembers of the Boar	d of Election Inspectors, certi	fy that all
by affixing seal(s). Seal No.	Seal No.	Seal No.	CONTA
			and the same
We further certify that if the Tabulator Pro it was properly sealed in an approved STOF			rom the ti
was properly sealed in an approved 5101	MOL CONTAINEN BY	anixing Sear No.	
X	X		
Signature of member who seeled the BALLOT STORAGE and TABULATOR PROGRAM STORAGE CONTAINED	R Same po	e of member who verified these sealing litical party as member who sealed both	storage co
ALL INSPECTORS PRESEN	IT AT THE CLOSE OF	THE POLLS MUST SIGN BELOW alson in the Remarks Section of this Poll Book)	1
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OPTICAL SCAN STATEMENT OF VOTES (continued)				
WARD/PRECINCT: JURISDICTION: ACME	DATE OF ELECTION: 11/7/07			
3 CERTIFICATE OF ELECTION INSPECTORS	4			
WE CERTIFY THE FOLLOWING:	By signing below: we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) except envelope ballots were properly sealed			
AT THE CLOSE OF THE POLLS (Except as noted on the Remarks Page of this Poll Book)	into an approved BALLOT STORAGE CONTAINER by affixing seal no. 12345			
The number of voters according to this Poll Book is: 407	We further certify that if the Tabulator Program (Prom Pack/Memory Card) has been removed from the tabulator it was properly sealed in an approved			
(Include absent voter ballots if processed in precinct. Record on cover of poll book.)	STORAGE CONTAINER by affixing seal no. 9,28,21			
The number of ballots tabulated is: 406	* Streey Smile X Box Sup			
Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote, If they do	Sensitive of member style seated the BALLOT STORAGE. Signature of member who verified these easings. CONTAINER and TASKLATOR PROGRAM STORAGE (May not represent same political party as member who sealed both storage containers.)			
not agree, make a notation in the Remarks Section of this Poll Book.	ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW (Any Inspection) serving Prior to the Crose of the Polls must make a fedation in the Remarks Section of this Poll Social)			
Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.	X Selly Tree 555-1212X			
Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).	X Debby Emery 555-161 X			
Verified that any ballots requiring duplication have been accurately duplicated and tabulated.	X Sult Gal 555 5912 X			
P Verified that all valid write-in votes have been tallied and the totals recorded to the Statements of Votes in this Poll Book.	x Story South 555-84 \$			
Verified that all provisional "envelope" ballots issued, if any, were	Prome Prome			
properly recorded, identified and sealed in provisional ballot security envelopes.	X Bab Sheper 595-550) X			
Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.	WHEN YOU HAVE COMPLETED SECTIONS 1, 2, 3 & 4 OF THE "OPTICAL SCAN STATEMENT OF VOTES", DETACH THE RED AND GREEN STRIPED COPIES FROM THIS POLL BOOK , AFFIX TOTALL TAPE AND ENTER OR ATTACH PROPOSAL LANGUAGE TO APPROPRIATE COPIES AND SEAL IN DESIGNATED ENVELOPES.			
RED - DETACH AND PLACE IN E	ENVELOPE NO. 2 TO BOARD OF CANVASSERS			

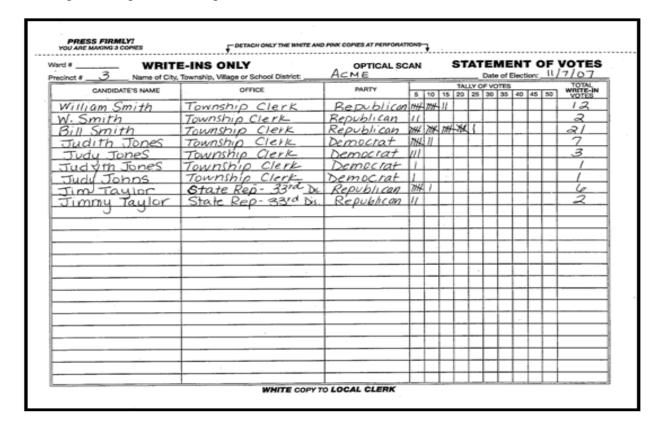
Prepare the Certificate of Election Inspectors/Statement of Votes for return (multiple formats available). A minimum of 3 copies will be needed for most elections.

A Statement of Votes consists of the following 5 elements:

- Total number of votes received by each candidate whose name is printed on the ballot and total "Yes" and "No" vote cast on proposals (Total Tape).
- Total number of votes received by declared write-in candidates.
- Number of seal used to seal the ballot container and seal certification signed by two election inspectors representing different political parties.
- Certification signed by all members of the board of election inspectors present at the close of the polls.
- Full text of any proposals that appear on the ballot.

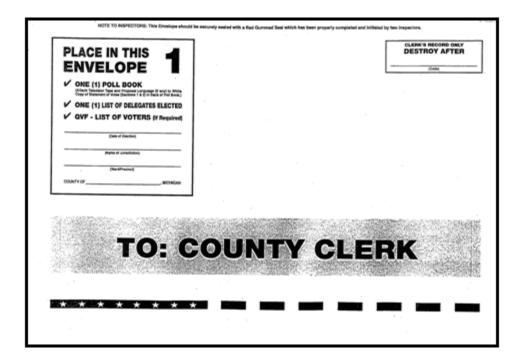


Prepare the special envelopes for return



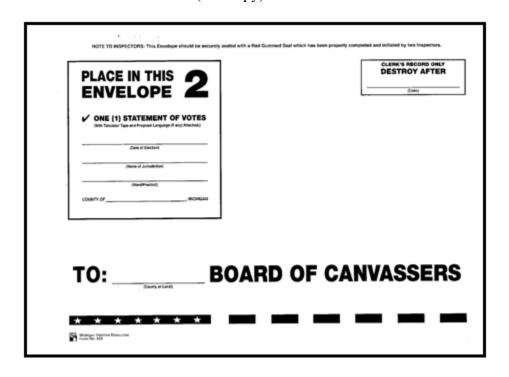
Envelope #1 (Addressed to County Clerk) contains:

- Binder or traditional Poll Book
- Statement of Votes
- QVF Precinct List (if required)
- List of Delegates Elected (Even numbered year primary elections only)



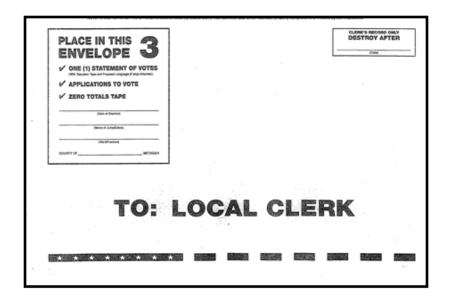
Envelope #2 (Addressed to Board of County Canvassers):

Statement of Votes (one copy)



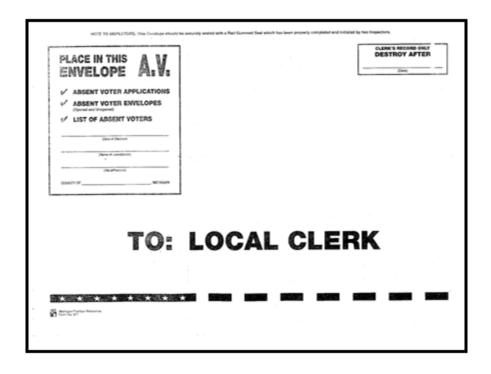
Envelope #3 (Addressed to Local Clerk):

- Statement of Votes (one copy with zero tape attached)
- AutoMARK Test Ballot
- Applications to Vote on spindle
- Address Change forms
- Authorization to Cancel forms
- Notes regarding election day activities.
- QVF Precinct List (if required)



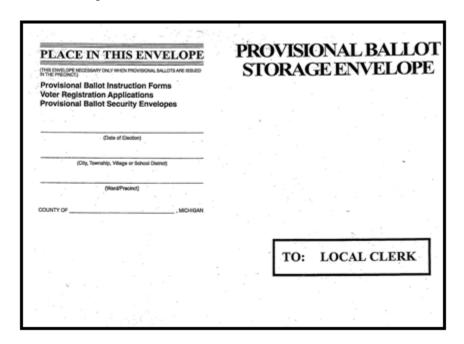
AV Envelope (if applicable):

- Absentee Ballot Applications to Vote (top section)
- Absentee Ballot Return Envelopes
- Absentee Ballots surrendered by voters who voted in person



Provisional Ballot Storage Envelope (Addressed to Local Clerk):

- Provisional Ballot Security Envelopes containing Provisional Envelope Ballots
- Four-Step Provisional Ballot forms



• Two inspectors of different political parties deliver materials to local clerk or Receiving Board.

3. Ballot Container Sealing Procedures

All ballot containers used to transport and store *voted* and *unvoted* ballots must be properly sealed after the polls close. The proper procedures for sealing ballot containers will vary depending upon the type of seal being used. Correctly sealing the ballot container and recording the seal number ensures your precinct will be recountable in the event of a recount. The following provides an overview of the various procedures which may be employed. Pay very careful attention to this information to help ensure your precinct's recountability!

Please note that regardless of the type of seal used, a certificate containing 1) the number on the seal used to seal the container 2) the signatures of the two election officials that sealed the container and witnessed the sealing (preferably with different political party preferences) and 3) the date upon which the seal was affixed to the container must be inserted into a plastic sleeve and affixed to the container using an official seal.

The serial number appearing on the seal used to secure the ballot container must be recorded in three places: 1) the Binder Pollbook or Traditional Pollbook (Election Inspectors Certificate), 2) on the Statement of Votes, and 3) on the Ballot Container Certificate.

Every precinct must be staffed with at least two election inspectors (one Republican; one Democrat) who have been fully trained on the use of election seals and are prepared to ensure that all ballot containers are properly sealed after the polls close.

If a two-sided ballot container is used to store the ballots, both sides must be properly sealed and both seals must be properly recorded. (Here it merits emphasis that the "back door" must be permanently sealed and a completed Ballot Container Certificate bearing 1) the seal serial number 2) the signatures of the election officials who sealed the "back door" and 3) the date the "back door" was sealed must be affixed to the permanent seal. It is the responsibility of the city or township clerk to ensure that the "back door" is permanently sealed prior to the election. Ballot containers with dual openings that are not sealed according to the following instructions may not be used.

Sealing the "back door" in accordance with these procedures will help to ensure that your precincts will be recountable in the event of an election recount. Following these procedures will also eliminate the need for your election inspectors to record the "back door" seal number in the Poll Book and Statement of Votes at the close of the polls and allow them to give their full attention to sealing and documenting the "front door" seal as required by law.

While some election officials tell us that they maintain a record of the seals used to seal the "back door," producing such records at recounts can be problematic as these records are often times lost as administrations change. In addition, unless the office record is attested to by two election officials and dated prior to the election in question, the record itself can be challenged.

If a tabulator ballot receptacle is used to store the ballots, the top of the receptacle must be sealed with a security lid and any doors which provide access to the receptacle must be sealed even if the doors can be locked with a key. All seals must be properly recorded. (As noted above, a tabulator ballot receptacle cannot be used to store ballots unless it passed a ballot container inspection carried out by the Board of County Canvassers. Tabulator ballot receptacles which do not carry a current ballot container approval sticker may not be used to secure ballots.

Proper Use of Election Seals

Flat Metal Seals: Close the container and insert a horseshoe seal adaptor through the metal grommet. Insert the tip of the metal seal through both sides of the horseshoe adaptor. Next, insert the tip of the seal through the grommet on the plastic sleeve. Insert the tip of the seal into the metal ball applying force until the seal is fully seated.

Pull-Tite Seals: Close the container and insert the pull-tite seal through the metal grommet on the container. The use of a horseshoe adaptor is not required. Insert the tip of the seal through the grommet on the plastic sleeve. Insert the tip of the seal into the opening at the opposite end. Continue pulling the tip of the seal through the opening to ensure a snug fit.

Padlock Seals (wire and plastic seal): Close and lock the container. Insert the tip of the seal through the grommet on the container. Insert the tip of the seal into the opening at the top of the plastic applying force until the seal is fully seated.

Programs: Programs removed from optical scan tabulators must be sealed in an approved ballot container. Programs cannot be erased or transferred to another electronic medium for extended retention until clearance is received from the Department of State's Bureau of Elections.

TOPIC 13: CHECKS AND BALANCES

The following tasks must be completed by two election inspectors who have expressed a preference for different political parties:

1. Offering instructions to voters after they have entered the voting station

• After giving the needed instruction, the 2 inspectors must leave the voting station and allow the voter to vote in private.

2. Assisting voters in marking their ballots

• A complete record of the matter must be made in the remarks section of the e-Pollbook or the Traditional Poll Book.

3. Processing absentee ballots in the polling location

• To protect the voter's right to a secret ballot, absentee ballots should always be processed in multiples and by at least two inspectors representing different political parties. The inspector who is responsible for recording the voter's information should not be the same inspector who is responsible for removing the ballot from the secrecy sleeve and depositing it into the tabulator.

4. Duplicating absentee ballots rejected by the tabulator

• Absentee ballots rejected by the tabulator for false reads throughout the day should be deposited in the auxiliary bin for retrieval after the close of the polls. *Never duplicate ballots until after the polls have closed!*

5. Recording write-in votes

• Write-In votes are tallied in the binder or traditional Poll Book using a reader-tallier process. One inspector reads the votes while another inspector representing a different political party records the votes.

6. Removing ballots from the tabulator bin before the polls have closed

- Ballots that must be removed from the tabulator bin during the course of an election must be placed into an approved ballot container (in full view of the processing area). The approved ballot container should be secured behind the processing table in plain view of voters, public, etc. There is no requirement to seal the container and record the seal number, unless required by the city or township clerk.
- A complete record of the matter must be made in the Remarks section of the e-Pollbook or the Traditional Poll Book.

7. Physical count of ballots if ballot summary does not balance

• If the total number of ballots tabulated is more than the total number of voters recorded in the Certificate of Election Inspectors and if reconciling the poll lists does not solve the discrepancy, a physical count of the ballots tabulated is required.

8. Sealing ballot containers

• Secure ballots (used, unused, original ballots envelope and spoiled ballots envelope) in the approved container(s) and record the seal number on the ballot container certificate, the Statement of Votes, and the binder or traditional Poll Book (if the Statement of Votes is separate from the Poll Book). The signatures of two inspectors representing different political parties are required – one inspector to certify that the container is properly sealed and that the seal number was properly recorded and a second inspector to verify the proper sealing and recording of the seal number.

9. Preparing and sealing the special envelopes for return

• The following envelopes must be sealed with a red paper seal and attested to by two inspectors of different political party affiliations: #1 envelope (County Clerk), #2 envelope (Board of County Canvassers), #3 envelope (Local Clerk), A.V. envelope (Local Clerk), and Provisional Ballot Storage envelope (Local Clerk).

10. Removing and sealing the tabulator program and AutoMARK program for return

- The program cards/memory packs for the tabulator and AutoMARK (if removed on election night) must be secured in an approved ballot container.
- The number on the seal used to seal the ballot container must be recorded on the ballot container certificate, the Statement of Votes, and the binder or traditional Poll Book (if the Statement of Votes is separate from the Poll Book). The signatures of two inspectors representing different political parties are required.

11. Delivering the ballot container(s) and envelopes to the local clerk or receiving board

• The ballot container(s) and special envelopes must be delivered to the local clerk immediately following the completion of the precinct canvass.

12. Correcting precinct canvass mistakes discovered by the receiving board

The two inspectors who delivered the materials to the receiving board must correct the
following mistakes: ballot container not properly sealed and recorded, discrepancy in the
binder or traditional Poll Book or Statements of Votes, and/or election materials
inadvertently sealed in the ballot container. Please see "Topic 14 – Receiving Boards"
for complete instructions.

TOPIC 14: RECEIVING BOARDS

1. The Establishment of Receiving Boards

The legislative body of a city, township or village may, by resolution, provide that one or more boards of election inspectors be appointed to serve as receiving boards. (MCL 168.679a)

- Appointments are made by the local election commission.
- Not less than 2 inspectors per board.
- Equal number from each major political party.

2. Delivery of Ballot Container and Envelopes

Not less than 2 inspectors, representing each of the major political parties, shall deliver:

- Sealed ballot container.
- Sealed envelope(s) containing the Poll Book and Statements of Votes.
- Optional: 1) Sealed Provisional Ballot Security Envelopes and Four-Step Procedure forms, and 2) tabulator and AutoMARK memory units.

3. Responsibilities

Upon the delivery of the ballot container, Poll Book and Statement of Votes, the receiving board follows the steps outlined below:

1) The receiving board checks to confirm that the election inspectors did <u>not</u> seal the Poll Book or the Statement of Votes in the ballot container.

Corrective actions if needed: If the receiving board members find that the Poll Book or Statement of Votes has been sealed in the ballot container, they direct the election inspectors to open the ballot container to remove the document(s). After removing the documents, they note the actions taken to correct the matter in the remarks section of the Poll Book. The notation must be signed by the election inspectors and the members of the receiving board. After removing the document(s) from the ballot container, they further direct the election inspectors to reseal the ballot container and record the new seal number on the Ballot Container Certificate, in the Poll Book and on the Statement of Votes.

2) The receiving board checks to confirm that the ballot container is <u>properly sealed</u> and that the seal number is <u>accurately recorded</u> on the Ballot Container Certificate, in the Poll Book and on the Statement of Votes.

Corrective actions if needed: If the ballot container is not properly sealed or the seal number is not properly recorded on the Ballot Container Certificate, in the Poll Book or on the Statement of Votes, the receiving board members direct the election inspectors to take the necessary actions to correct the matter. After correcting the matter, the receiving board notes the actions taken in the remarks section of the Poll Book. The notation must be signed by the election inspectors and the members of the receiving board.

3) The receiving board checks to confirm that the <u>number of names</u> entered in the Poll Book <u>balances</u> with the <u>number of ballots</u> counted in the precinct as shown on the precinct's tabulator tape and recorded on the Statement of Votes.

Corrective actions if needed: If a ballot balance discrepancy is found that is not explained in the Poll Book (e.g., provisional "envelope" ballots, empty absent voter ballot return envelopes, etc.), the receiving board members question the election inspectors on the discrepancy. After questioning the election inspectors, the receiving board notes the explanation – or the election inspectors' inability to provide an explanation – in the remarks section of the Poll Book. The notation must be signed by the election inspectors and the members of the receiving board. NOTE: When performing this check, the receiving board does <u>not</u> have the authority to count, retabulate or handle the ballots secured in the ballot container.

- 4) After completing the above checks, the receiving board replaces the Poll Book and Statement of Votes in the delivery envelope, seals the envelope with a red paper seal and initials the seal.
 - A. *Option:* If permitted by the clerk of the board of canvassers responsible for canvassing the election, the receiving board may include the Poll Books and Statement of Votes for multiple precincts in a single delivery envelope.

4. Receiving Board Checklist

A "checklist" is available to assist with the administration of receiving boards. The use of the checklist is strongly encouraged to ensure that the various checks that must be performed are properly and efficiently handled. A copy of the Checklist can be found in the Appendix.

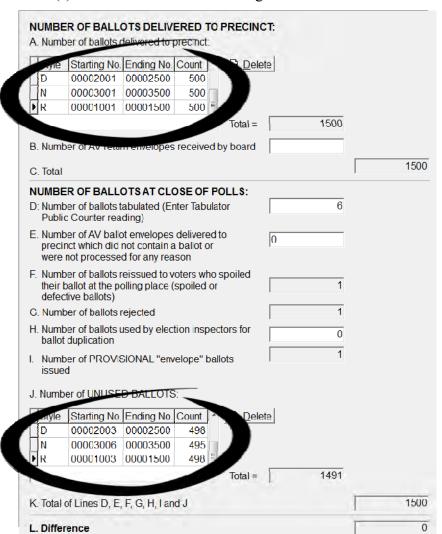
TOPIC 15: SPLIT PRECINCTS

A split precinct is one in which two or more ballot styles are issued. The particular ballot style that is issued to each voter is based upon the voters' place of residence and the offices and or proposals involved. Ballot styles are differentiated via a special designation (a letter, color, or different ballot number ranges), i.e., City of Acme, Precinct 1A and City of Acme, Precinct 1B.

To account for all ballots delivered to the precinct, the following options are available:

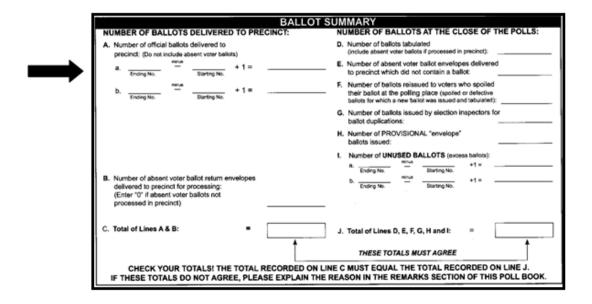
OPTION A: e-Pollbook

- The names of all voters are recorded in the e-Pollbook. The e-Pollbook keeps track of the ballot style issued to each voter.
- All ballots delivered to the precinct are accounted for in the e-Pollbook Ballot Summary which is specifically designed to account for multiple ballot styles.
- The e-Pollbook reports are printed and/or saved in the Privacy Zone of the flash drive and are secured in the appropriate envelope or container and delivered along with the ballot container(s) to the local clerk or receiving board.



OPTION B: Split Precinct Ballot Summary – Traditional Poll Book

- The names of all voters are recorded in a single Poll Book. A special designation is recommended to identify the specific ballot style issued to each voter i.e., a letter, color, or different ballot number ranges.
- All ballots delivered to the precinct are accounted for using a special split precinct ballot summary which is specifically designed to account for multiple ballot styles.
- The Poll Book and Statements of Votes are secured in the appropriate envelopes and delivered along with the ballot container(s) to the local clerk or receiving board, if established.



OPTION C: Addendum Ballot Summary – Traditional Poll Book

- The names of all voters are recorded in a single Poll Book. A special designation is recommended to identify the specific ballot style issued to each voter i.e., a letter, color, or different ballot number ranges.
- All ballots of one designation are accounted for in the ballot summary located in the back of the Poll Book.
- All ballots from the other designation are accounted for in an Addendum Ballot Summary that is inserted into the Poll Book. A separate ballot summary must be completed for each additional ballot style.

ADDENDUM B	ALLOT SUMMARY
Regular or St	and a
Held On, 20	in the
City/Twp. of	City or Township
School District of	School Delinit
County of	, State of Michigan
BAL NUMBER OF BALLOTS DELIVERED TO PRECINCT:	LOT SUMMARY NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:
A. Number of official ballots delivered to probinct; (bin oil notes elseet user ballots) (binding to) - (Berling to) + 1 =	D. Number of ballots tabulated: E. Number of ballots reissued to voters who spoiled their ballot: riposer or determs sales for whom a result was exaud and fabulated; F. Number of ballots which were used by
Number of absent voter return envelopes received by board; gines of a stand vitar below as proceed a passing.	G. Number of provisional "envelope" ballots issued: H. Number of ballots which were not issued: (bloke No. discuss No. discu
	I. Number of absent voter return envelopes received which did not contain a batiot: (ther VP distance voter below any motivase a pressor) J. Total of Lines D, E, F, G, H and I:
C. Total of Lines A & B:	

• The public counter on the tabulator will reflect ALL ballots tabulated. Therefore, the total number of A and B ballots issued, as reflected in each ballot summary, must be added together to verify this count.

NOTE: See the equipment specific "Election Inspectors' Guide" for the type of tabulator used in your precinct to determine if the totals tape WILL distinguish between ballot styles.

- The total number of voters recorded on the Certificate of Election Inspectors, located in the Poll Book, must include all voters who were issued a ballot within the precinct regardless of the ballot style.
- The Poll Book (with Addendum Ballot Summary inserted) and Statements of Votes are secured in the appropriate envelopes and delivered along with the ballot container(s) to the local clerk or receiving board, if established.

TOPIC 16: ABSENT VOTER COUNTING BOARDS

An absent voter counting board is a precinct that is established by the election commission of a city, township, or village for the purpose of processing and counting absent voter ballots.

1. Oath of Office

An election inspector appointed to a counting board, a challenger, or any other person in attendance at a counting place at any time after the processing of ballots has begun must take and sign the following oath:

"I (name of person taking oath) do solemnly swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed."

The completed oaths are delivered to the clerk in an envelope which has been sealed with a red state seal

State of Michigan	
County of	_
City, Township or School District of	Counting Board Precinct No.
Any person in attendance at an absent voter of take and sign the following Oath and shall not polls close at 8:00 p.m	counting board after the processing of ballots has begun shall leave the counting place after the tallying has begun until the
the processing or tallying of votes that ma polls are closed.	not communicate in any way any information relative to y come to me while in this counting place until after the
SIGNATURES	OF PERSONS TAKING OATH:
×	×
x	<u> </u>
x	X
x	X
x	<u>x</u>
x	x
Taken, subscribed and sworn to before me thi	isday of
20	x
	Signature of Chairperson or Member of Counting Board Administering Outh
that local official, or an employee of the State Be	plished the absent voter counting board, the deputy or employee of areau of Elections may enter and leave the counting board for the on inspector or a challenger to provide instructions on the operation of the board to be a close.
WARNING: A person who enters an absent vot manner characterizes how any ballot being cour closed on election day is guilty of a felony.	er counting board and who discloses an election result or in any nted has been voted in a precinct before the polls can be legally

2. Prohibition - Sequestration

A person in attendance at a counting place after the counting has begun is not permitted to leave the counting place until the polls close at 8:00 p.m. A person who discloses an election result or in any manner characterizes how any ballots being counted have been voted before 8:00 p.m. is guilty of a felony. (MCL 168.792a (11))

As an *exception* to the above, a local election official who established the counting board, a deputy or employee of the local election official, or an employee of the State Bureau of Elections may enter and leave a counting place after the counting has begun but before the polls close. Such persons may enter a counting place only for the purpose of responding to an inquiry from an election inspector or a challenger or to provide instructions on the operation of the counting board

3. Cell Phones Not Permitted in Absent Voter Counting Boards

Election inspectors appointed to serve in absent voter counting boards may not use or be in possession of a cellular phone during the sequestration period. The same policy applies to any challengers or polls watchers appointed to observe absent voter counting boards. The enforcement of this policy is critical to the integrity of the absent voter counting board process.

4. Absent Voter Counting Board Procedures

The work performed by a counting board can begin as early as 7:00 A.M. on election day and is divided into two separate tasks, 1) *processing* absent voter ballots and absent voter ballot applications, and 2) *tabulating* the vote. The procedures involved in counting the votes will vary with the voting equipment used.

Processing

All valid ballots received by the clerk prior to election day will be delivered to the absent voter counting board upon the commencement of the board's work along with the corresponding absent voter ballot applications. Absent voter ballot applications for ballots which have not been returned by voters are retained by the clerk and are not delivered to the counting board. The processing of absent voter ballots is divided into three steps as explained below.

While the processing steps may be tailored to meet administrative preferences, care must be taken to assure that secrecy and the security measures built into the procedures are not compromised in any way.

STEP 1 Materials: Absent Voter Counting Board Poll Book, absent voter ballot applications, and return envelopes.

• Verify that the clerks' record area of the return envelope was completed and that the return envelope was signed and dated by the voter. If the clerks' record area of the return envelope is incomplete, return the unopened envelope and the corresponding absent voter ballot application to the clerk for immediate correction. If the return envelope was not signed by the voter, return the unopened envelope and corresponding absent voter ballot application to the clerk for review. Note: It is not necessary to return the envelope and corresponding absent voter ballot application to the clerk if the date is missing in the voter signature area of the return envelope; if such omission is found, continue processing. A ballot returned to the clerk which does not bear the voter's signature will be resubmitted to

the counting board if the clerk is able to obtain the missing signature prior to 8:00 p.m.

- Check the return envelope to determine if the voter received assistance in voting the ballot. If a notation indicating that assistance was provided appears on the envelope, check the Remarks page of the Poll Book to ensure that the assistance was noted by the clerk. If necessary, note that assistance was provided to the voter on the Remarks page in the Poll Book. The note should include the name of the voter and the name of the individual who provided the assistance. Open the return envelope and continuing processing.
- If the clerk's record area of the return envelope was completed and the return envelope was signed and dated, open the return envelope and continuing processing.
- Highlight the voter's name in the Absent Voter Poll Book or Absent Voter (AV) List to
 indicate that a return envelope and corresponding application were received by the board
 for processing.

<u>STEP 2</u> Materials: opened return envelope and Absent Voter Counting Board Poll Book or "List of Absent Voters To Whom Ballots Were Mailed."

• Without exposing any votes, verify that the number on the ballot stub agrees with the ballot number recorded for the voter in the Poll Book or on the AV list. If a ballot was not returned by the voter (the return envelope or secrecy envelope is empty), note the missing ballot on the "Remarks" page in the Poll Book. In making this notation, *do not* include the name of the voter involved.

If the ballot was returned in a secrecy envelope, the ballot and secrecy envelope may be removed from the return envelope to make the comparison. If the ballot was not returned in a secrecy envelope, first verify that the ballot was folded by the voter so that the votes are concealed before removing the ballot from the return envelope to make the comparison. If the ballot does not require a secrecy envelope but is not folded so that votes are concealed, properly refold the ballot. If the ballot must be placed in a secrecy envelope or refolded, care must be taken to avoid exposing any votes cast on the ballot.

If the ballot numbers do *not* agree, and no explanation for the discrepancy can be found (e.g., voters residing in the same household have switched their ballots), the ballot must be processed as a "challenged ballot." If the ballot numbers agree, continue processing.

STEP 3 Materials: secrecy envelope with ballot enclosed or ballot(s) folded with votes concealed.

• Remove the numbered ballot stub(s). Once removed from the ballot(s) the stub(s) may be discarded or retained for audit purposes at the discretion of the counting board. Secure the ballot for counting in a fashion that maintains the anonymity of the voter. *Do not remove the voted ballot from the secrecy envelope or unfold the ballot(s) at this time*.

Counting: The counting or tabulation of votes cast on absent voter ballots is explained below.

Materials: Tabulator and secrecy envelopes with ballot enclosed or ballots folded with votes concealed.

• Test and prepare tabulator as required and complete "Election Inspector's Preparation Certificate" in the front of the Poll Book.

- Remove anonymous ballots from secrecy envelopes and tabulate in multiples.
- Each ballot rejected by the tabulator must be *visually inspected* by an election inspector to *verify the reason* for the rejection. If the rejection is due to a "false read" the ballot must be duplicated by two election inspectors who have expressed a preference for different political parties.
- The following steps are completed after 8:00 p.m., the close of the polls. As noted below, a small number of return envelopes and corresponding applications must be retained for processing after the close of the polls. Check with the clerk to confirm that no additional ballots will be delivered for processing. Once all ballots have been delivered, complete the processing and tabulation of all remaining ballots.
- Once all ballots have been tabulated and all ballots requiring duplication have been duplicated and tabulated, compare the total number of ballots tabulated per the tabulator's "public counter" to the total number of ballots delivered to the board for processing. *These totals must agree*.

If the total number of ballots tabulated and total number of ballots received for processing do not agree, attempt to identify the reason for the discrepancy. Tip: Compare the applications to vote to the AV Poll Book or AV list. If after making this comparison the reason for the discrepancy is not identified, make a physical count of the ballots that were tabulated. To complete this check, it is recommended that the ballots be counted into stacks of 25. If the number of ballots equals the number of voters, the ballots must be retabulated. Contact the clerk for instructions.

- If the total number of ballots tabulated and the total number of AV ballots delivered for processing agree (or the specific reason(s) for any discrepancies have been noted in the "Remarks" page of the Poll Book, the Statement of Votes may be prepared. Complete the Statement of Votes as you would for any other precinct. In most cases, a minimum of three copies will be needed.
- Complete the "Certificate of Election Inspectors" in the back of the Poll Book. The following four questions must be answered:

	The number of voters who where issued absentee ballots (according to this Poll Book)
	·
	The number of absent voter ballot return envelopes received by the Board
The	number of <i>invalid</i> absent voter ballot return envelopes that the clerk did not deliver to Board (according to this Poll Book)
	The number of absent voters who did not return their absent voter ballot to the clerk (according to this Poll Book)

- Complete all remaining Poll Book entries.
- Seal all ballots into an approved ballot container and record the seal number 1) in the Poll Book 2) on all three copies of the Statement of Votes and 3) on the Ballot Container Certificate. The sealing must be attested to by two election inspectors who have expressed a preference for different political parties.

If a mistake is made at the counting center and the container must opened and resealed, the replacement seal number must be recorded on all documents listed above. Once the ballot container has been removed from the processing area of the counting place or precinct, it may not be opened unless authorized by the County Board of Canvassers.

5. Maintaining Ballot Secrecy

To ensure the secrecy of all votes cast, it is recommended that the processing of several return envelopes and applications be delayed until after 8:00 p.m. This will allow a ballot that is received by the clerk just prior to 8:00 p.m. to be intermingled by the counting board with other ballots during processing and counting. This will, in effect, preserve the secrecy of the last ballot delivered to the counting board for processing and counting.

6. Ballots Received After Processing Begins

All valid absent voter ballots received by the clerk through 8:00 p.m. on election day will be delivered to the counting board with the corresponding absent voter ballot applications immediately upon receipt. It is the responsibility of the counting board to record the date of return in the poll book or on the list for each additional absent voter ballot received by the clerk and delivered to the board on election day.

7. Emergency Requests

In emergency situations only, a voter may apply for an absent voter ballot as late as 4:00 p.m. on election day. If an emergency application is received by the clerk, the counting board will be instructed to make the necessary entries in the poll book or on the list that would otherwise be completed by the clerk. Once the necessary entries are made, the application must be returned to the clerk to await the return of the ballot. If the requested ballot is voted and returned to the clerk by 8:00 p.m., the clerk will record the date of the return on the corresponding application and deliver both the return envelope and completed application to the counting board; the counting board must then record the date of return in the poll book or list.

8. Challenge Procedure

If an absentee ballot being processed in the counting board is challenged, the ballot is identified as described below:

- Write the word "CHALLENGED" across the face of the ballot return envelope.
- Write the number appearing on the voter's ballot in pencil on the back of the ballot.
- Conceal the number with a piece of Post-It brand tape. If this tape is not available, conceal the number with a small slip of paper. Use transparent tape to affix the paper over the number.
- Make a notation of the challenge in the poll book on the page labeled "Challenged Voters."
 The notation must include the time that the challenge was made, the name of the
 challenger, the name of the challenged voter, the voter's address and telephone number,
 and the reason for the challenge.

9. Rights of Challengers

Election challengers may be appointed by political parties and qualified interest groups to observe absent voter counting boards. (Each political party and qualified interest group is permitted to appoint one challenger per absent voter counting board.) A challenger serving in an absent voters' counting place has the right to challenge an absent voter ballot if the challenger has reason to believe that the person who voted the ballot is not qualified to vote. A challenger has the right to challenge the actions of the board members operating the counting place if the challenger believes that election law is not being followed. An official challenger:

- Must represent a recognized political party or an interest group which is authorized to appoint election challengers at the election.
- May observe all procedures being carried out.
- May bring to the board's attention the improper handling of a ballot by a board member.
- May inspect the absent voter ballot applications, poll books, or any other materials used by the board. (When exercising this right, challengers may *not* touch the materials.)
- May inspect the ballots as they are being counted. (When exercising this right, challengers may **not** touch the ballots.)
- May keep notes on the board's actions.

Credentials: A challenger must have in his or her possession a "challenger card" issued by the party or organization he or she represents. Upon entering the counting place, the challenger must show the card to the chairperson of the board. It is recommended that a challenger also wear a badge which bears the words "ELECTION CHALLENGER."

Conduct: Challengers must conduct themselves in an orderly manner at all times. A challenger can be expelled from the counting place for unnecessarily obstructing or delaying the work of the board; touching ballots, election materials or tabulation equipment; or acting in a disorderly manner

Restriction: A candidate for any elective office in the election may not serve as a challenger. EXCEPTION: At an August primary, a candidate for county convention delegate may serve as a challenger in an absent voter counting board other than the board responsible for processing or counting the ballots cast in his or her precinct.

10. Ballot Security

All ballots counted must be placed under proper security. Under the Rules for Electronic Voting Systems all ballots that are electronically counted must be sealed in an approved ballot container where they will remain for 30 days after the official canvass and certification of the election results. The security period is extended if a recount is in progress, a defect in the ballot or ballot count programming or equipment is being investigated, if ordered by the court, or if prescribed by the Secretary of State.

TOPIC 17: PRECINCT DELEGATES

1. Declaration of Intent Requirement

• An individual who wishes to seek a precinct delegate position with write-in votes is required to file a "Declaration of Intent" with the city or township clerk by 4:00 p.m. on the Friday preceding the August primary. As an alternative, such candidates may file a Declaration of Intent with their board of election inspectors on the date of the August primary anytime prior to the close of the polls.

WRI	CINCT DELEGATE ITE-IN CANDIDATE ARATION OF INTENT	
000	AME OF CITY OR TOWNSHIP)	
city or township of residence no later tha	legate position, you must file this form with the an 4:90 p.m. on the first Friday immediately pr may file this form with your board of election i prior to the close of the polls.	eceding the
Name	(Print or Type)	
Residence Address	(Post Office)	(Zip Code)
DATE OF PRIMARY:		
before me on theday of	Name of Notary Notary Public, State of Michigan, County of My commission expires Acting in the County of	
	OFFICE USE ONLY	
OFFICE CODE	DATE OF FILING /	/

- The local clerk is responsible for notifying the precinct board of any precinct delegate write-in candidates who filed a Declaration of Intent.
- If an individual interested in seeking a precinct delegate position with write-in votes asks for a Declaration of Intent form on election day, provide the requested form.
- A write-in vote cast for a precinct delegate candidate who has not filed a Declaration of Intent *does not count*. Write-in votes which do not count are *not* considered when

determining whether an "over vote" has occurred or whether a "cross over" vote has been cast at a partisan primary.

• The Declaration of Intent "waiver" *does not* apply to precinct delegate positions. (The Declaration of Intent waiver, applicable to all other offices on the ballot, is invoked if a candidate appearing on the ballot for the office involved dies or is otherwise disqualified on or after the Wednesday immediately preceding the election.)

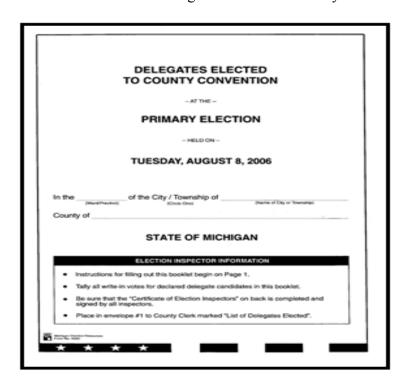
2. Canvassing and Certifying Precinct Delegate Write-In Votes

The precinct delegate candidates who receive the highest number of votes for the available positions under each party column are elected. Candidates elected to precinct delegate positions are certified to the county clerk by the <u>precinct board</u> responsible for counting the ballots.

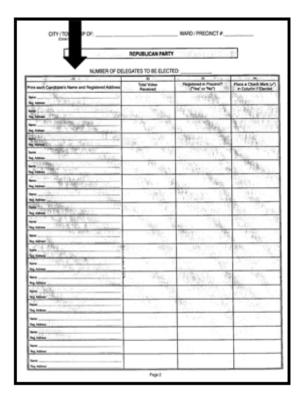
- Candidates elected to precinct delegate positions are the only candidates certified by precinct boards. In all other instances, candidates nominated or elected to office are certified by county or local canvassing boards.
- A tie vote for a precinct delegate position is resolved by the conduct of a drawing held under the direction of the county clerk.
- Precinct delegate elections are *not* subject to vote recounts. The results, certified by the precinct board, are considered final vote totals.

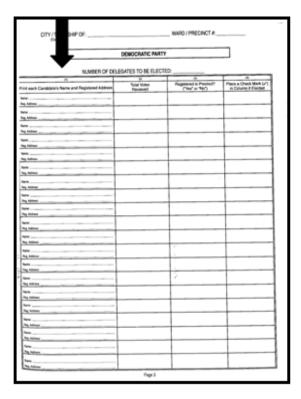
To canvass and certify the vote totals for precinct delegate positions, follow the procedure detailed below:

A. Complete the front cover of the "Delegates Elected to County Convention" booklet

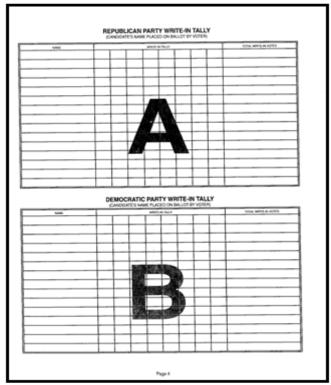


B. Print the name and registered address of each delegate candidate *appearing on the ballot* in the column intended for this purpose on the pages designated for the Republican and Democratic Party candidates. (This step may have already been completed by the clerk.)





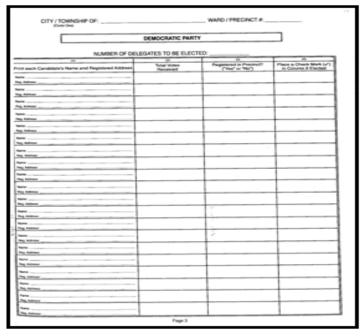
C. Tally the write-in votes received by each declared write-in delegate candidate and record the totals in the appropriate area designated in the booklet for each political party.



• When tallying write-in votes enter each name as recorded by the voter. Example: William Baker – 3 votes, Bill Baker – 2 votes, Baker 1-vote. For more

information regarding recording write-in votes, see "Topic 11 – Write-In Candidates"

- When determining the total number of write-in votes received, all votes cast for the same candidate are combined, i.e. William Baker 6 votes.
- D. List the name and registered address of each declared candidate receiving write-in votes for delegate in the column intended for this purpose on the pages designated for the Republican and Democratic Party candidates. (See the pages under Section B above.) Transfer the total number of write-in votes received by each declared write-in candidate to the "Total Votes Received" column.
- E. From the statement of votes tape, record the total number of votes received for each candidate appearing on the ballot under the "Total Votes Received" column.
- F. Indicate whether each candidate is registered in your precinct by placing "Yes" or "No" in the column titled "Registered in Precinct?" This step must be completed for both write-in candidates and candidates appearing on the ballot.
- G. Determine who was elected and place a check mark in the column titled, "Place a Check Mark if Elected." The number to be elected in your precinct for each party is listed at the top of the pages designated for each political party and can also be found on the ballot.
 - Place a check mark in the column for each candidate who received the highest number of votes up to the number of candidates to be elected.
 - If two or more candidates are tied for a delegate position, place a check mark and the words "TIE VOTE" in the column beside each of the tied candidates.
 - REMEMBER: To be elected, the candidate must be registered to vote in this precinct. (A minimum number of votes is not required.)



H. Complete and sign the "Certificate of Election Inspectors" on the back page of the booklet. Place the booklet in Envelope #1 addressed to the County Clerk.

CERTIFICATE OF ELECTION INSPECTORS

County of.		-	
City / Township of:			
Ward / Precinct #:		_	
Convention on the Res	sublican and Democratic Pa	ment and return of the votes c arty tickets. The candidates re d by the undersigned Board of	ceiving sufficient votes are so
XChaissenson	Prore	x	Prone
x		x	
	Phone	•	Phone
х	Phone	X	Phone
х	Phone	х	Phone
x		x	
	Phone		Phone
		BOARD OF ELECTION	ON INSPECTORS
		Signed thisda	y of August, 2006

PLACE THIS BOOKLET IN ENVELOPE #1 TO COUNTY CLERK MARKED "LIST OF DELEGATES ELECTED."
(INCLUDE COPIES OF ANY "PRECINCT DELEGATE WRITE-IN CANDIDATE DECLARATION OF INTENT"
FORMS WHICH WERE FILED IN PRECINCT.)

TOPIC 18: "WHAT IF" SCENARIOS

The following "WHAT IF" scenarios and recommended actions represent exceptions to the general procedures that are carried out at the polls on election day. It is important to note that regardless of the situation, the *polls must remain open for voting*.

1. Ballot Jam - AutoMARK Voter Assist Terminal

When removing the jammed ballot, it is important that the secrecy of the ballot be maintained. Attempt to remove the ballot, using as much discretion as the severity of the jam will allow, by following these steps:

- A. Turn the Mode Switch Key to the **Test** position.
- B. Press **EJECT BALLOT** on the Main Menu Screen.
- C. Instruct the voter to place his or her secrecy sleeve over the voted ballot.

NOTE: If the ballot is ejected after Step B, instruct the voter to place his or her secrecy sleeve over the voted ballot. If the ballot is blank and in good condition, instruct the voter to re-insert it into the AutoMARK. If the ballot is damaged, folded or marked, issue the voter a new ballot following the Spoiled Ballot Procedure. If the ballot does not eject after Step 2, continue with the steps below.

- D. Pull the Touch Screen Monitor toward you and lift open the top lid to reveal the tray located inside the recessed area
- E. Push in the tabs located on each side of the tray and lift the tray out.

NOTE: If the ballot is located in Step E, cover the ballot with the voter's secrecy sleeve and remove it for the voter's review. If the ballot is blank and in good condition, instruct the voter to re-insert it into the AutoMARK. If the ballot is damaged, folded or marked, issue the voter a new ballot following the Spoiled Ballot Procedure. If the ballot is not located in Step E, continue with the steps below.

F. Locate the rear panel and push the panel tab toward the center of the AutoMARK and swing out to remove.

NOTE: If the ballot is located in Step F, cover the ballot with the voter's secrecy sleeve and remove it for the voter's review. If the ballot is blank and in good condition, instruct the voter to re-insert it into the AutoMARK. If the ballot is damaged, folded or marked, issue the voter a new ballot following the Spoiled Ballot Procedure. If the ballot is not located in Step F, contact your local clerk for further instruction.

*The steps detailed above are located in the "Election Inspectors' Guide to the AutoMARK Voter Assist Terminal."

2. AutoMARK Equipment Failure

When reporting an equipment failure, you will need to provide your clerk with the error message that is printed on the AutoMARK audit log. To view that message, follow these steps:

- A. Turn the Mode Switch Key to the **Test** position.
- B. Press **SYSTEM MAINTENANCE** on the Main Menu screen.
- C. Enter the password (VOGUE) and select **OK**.
- D. Press VIEW/DOWNLOAD LOG FILE.
- E. Then press **VIEW SCAN LOG**.

The audit log contains a record of each error that occurred during the election. The most recent error message will appear at the top of the log. You may either read the message to the clerk, or, if you prefer, you may print the log. Simply lift the flap above the ballot feed tray and insert a blank piece of paper into the slot normally used to eject the ballot (to prevent jamming, insert the paper further to the left in the opening instead of centering it), and select 'Print File.' After the log has printed, select 'Done.'

3. Ballot Jam - Tabulator

Refer to the "Election Inspectors' Guide" for your specific voting system for detailed instructions on how to properly remove a jammed ballot from the tabulator.

4. Power Outage

Most tabulators used in the state have a battery back up which will engage whenever there is a power interruption. If your tabulator does not have a battery back up or if the power is off long enough to exhaust the battery power do the following:

- Unlock the Auxiliary Compartment (front).
- Continue issuing ballots. Voted ballots are deposited into the Auxiliary Compartment by an election inspector.
- Ballots deposited into the Auxiliary Compartment are not removed and tabulated until after 8:00 P.M.

5. Full Tabulator Ballot Bin

Ballots that must be removed from the tabulator ballot bin during the course of an election must be placed into an approved ballot container (in full view of the processing area) by two election inspectors who have expressed a preference for different political parties. The approved ballot container should be secured behind the processing table in plain view of voters, public, etc. The instance must be noted in the Remarks section of the e-Pollbook or traditional Poll Book. There is no requirement to seal the container and record the seal number, unless required by the city or township clerk.

6. Ballot Summary does not Balance

- A. The total number of ballots tabulated is *less than* the total number of voters recorded in the List of Voters:
 - Check the auxiliary bin for any remaining ballots that must be duplicated and/or tabulated.
 - Verify that all absentee ballots have been tabulated.
 - Compare the Applications to Vote against the List of Voters (reconcile the poll lists).
 - If using the Traditional Pollbook, check for skipped lines in the List of Voters.
 - If the steps above do not solve the discrepancy, contact the local clerk.
- B. The total number of ballots tabulated is *more than* the total number of voters recorded in the List of Voters (i.e., jammed ballot was inadvertently tabulated twice):
 - Compare the Applications to Vote against the e-Pollbook or traditional Poll Book List of Voters (reconcile the poll lists).
 - If this does not solve the discrepancy, proceed to the next step.
 - Conduct a physical count of the ballots tabulated (verify the number by counting at least twice, sorting into stacks of 25). All physical counts should be conducted by a team of two inspectors who have expressed a preference for different political parties.
 - If the physical count is the *same as* the total number of voters as recorded in the poll book, the ballots must be re-tabulated. Contact the local clerk for instructions.
 - If the physical count is *more than* the total number of voters as recorded in the poll book, do NOT re-tabulate the ballots. Make a complete record of the situation in the Remarks section of the e-Pollbook or Traditional Poll Book.

GLOSSARY OF TERMS

Mixed Ticket - general election ballot only

• No straight party vote is cast. Voter casts direct votes for candidates of multiple political parties.

Non-partisan Candidate

• Candidate seeking a non-partisan office. Party affiliation is not considered, i.e., judicial candidates.

Overvote

• Vote for more than the number of candidates to be elected or nominated to an office or vote both yes and no on a proposal. No votes will be counted.

Partisan Candidate

• Candidate seeking a partisan office under a recognized political party ticket <u>or</u> a candidate seeking a partisan office without political party affiliation (independent candidate, IND.), i.e., State Representative, DEM. or State Representative, IND.

Party Affiliation

• Political party represented by a candidate seeking a partisan office under a party ticket, i.e., County Clerk, REP.

Split Ticket - general election ballot only

Straight party vote combined with direct votes for candidates of other political parties.
 Each candidate under the party selected will receive a vote except where superceded by a direct vote for a candidate.

Split Ticket - primary election ballot only

 Vote for candidates of more than one political party. No partisan section votes will be counted

Straight Party Ticket (general election ballot only)

• Vote for all candidates of a single party by virtue of the straight party vote option. Each candidate under the party selected will receive a vote.

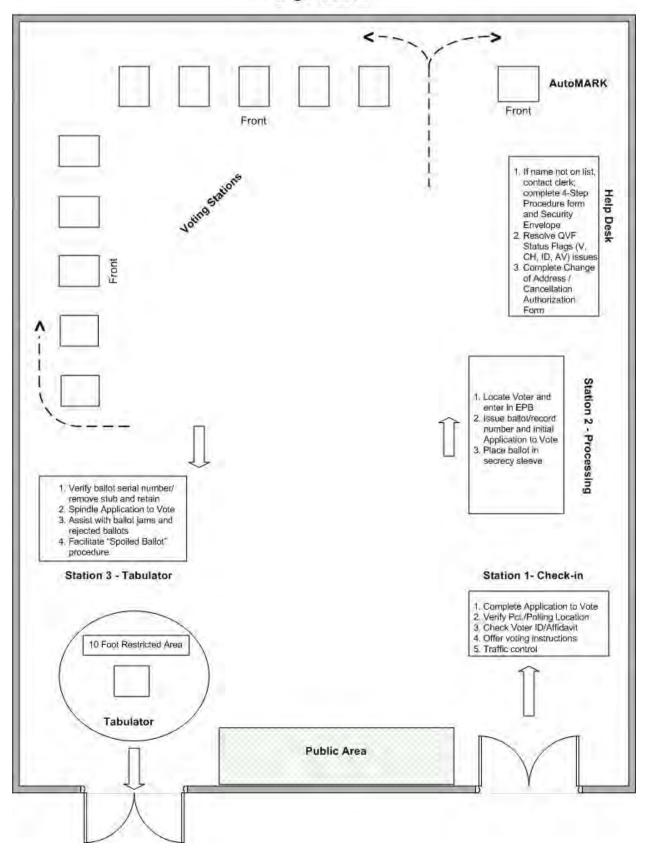
Undervote

• Vote for less than the number of candidates to be elected or nominated to an office or do not cast any vote on a proposal. Votes cast for candidates will be counted.

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Single Precinct





Implementing Michigan's Voter Identification Requirement

-- Election Day Procedures for Election Inspectors --

Starting with the November 6, 2007 election, every Michigan voter who offers to vote at the polls must show picture identification or sign an affidavit attesting that he or she is not in possession of picture identification. A ballot cannot be issued to a voter unless the voter displays picture identification or signs the affidavit. Instructions for implementing this requirement are provided below:

STEP ONE: ASK EVERY VOTER FOR PICTURE ID

- After the voter completes the Application to Vote form, check the QVF list and ask the voter to show his or her Michigan driver's license or Michigan personal identification card. Be sure to ask <u>all</u> voters for picture ID. This includes those voters you personally know as the equal treatment of all voters is important!
- If the voter states that he or she is not carrying a Michigan driver's license or a Michigan personal identification card, ask the voter if he or she can show another form of current picture identification. Any of the following are acceptable:
 - Driver's license or personal identification card issued by another state.
 - Federal or state government-issued photo identification.
 - U.S. passport.
 - Military identification card with photo.
 - Student identification with photo from a high school or an accredited institution of higher education.
 - Tribal identification card with photo.

STEP TWO: FOLLOW PROCEDURE A OR B BELOW AS APPROPRIATE

A. Procedure if voter shows an acceptable form of picture ID

- Check the photo and name appearing on the picture ID to verify the voter's identity. As a part of this check, confirm that the name appearing on the picture ID matches the name entered by the voter on the Application to Vote. The name appearing on the picture ID does not have to exactly match the name on the Application to Vote or the name on the QVF list. For example, commonly used abbreviated names are acceptable such as Bill for William, Kathy for Kathryn. Initials that are representative of the voter's first name are also acceptable.
- If you have no questions over the voter's identity, give a ballot to the voter.
- If the voter shows an acceptable form of picture ID and questions over the voter's identity remain, go to "SPECIAL PROCEDURE IF PICTURE ID LEAVES VOTER'S IDENTITY IN QUESTION" below.

B. Procedure if voter is not in possession of acceptable picture ID

- A voter who states that he or she 1) does not have acceptable picture ID or 2) did not bring acceptable picture ID to the polls must sign an "Affidavit of Voter Not in Possession of Picture Identification" before voting. Be sure to advise <u>all</u> voters who do not possess acceptable picture ID that they must sign the affidavit before voting. This includes those voters who you personally know as the equal treatment of all voters is important!
- It merits emphasis that the affidavit form can be used by 1) voters who do not have acceptable picture ID and 2) voters who have acceptable picture ID but did not bring it to the polls.
- Any affidavit forms completed by voters must be returned to the clerk after the polls close. Follow the clerk's instructions for returning the forms. Be prepared to advise the clerk on the total number of voters who completed the affidavit form throughout the day.
- If the QVF list tells you that the voter must satisfy the federal identification requirement, go to "SPECIAL PROCEDURE IF VOTER IS SUBJECT TO THE FEDERAL IDENTIFICATION REQUIREMENT" below.

SPECIAL PROCEDURE IF PICTURE ID LEAVES VOTER'S IDENTITY IN QUESTION

- As a first step, consider the age of the photo and any explanations the voter may wish to offer (weight gain or loss, hair style or facial hair alterations, different eyeglass frames, etc.). If that resolves the matter, give a ballot to the voter. If questions over the voter's identity remain, ask to view any other acceptable forms of picture identification that the voter may be carrying. If this does not resolve the matter, give the voter a provisional ballot and contact the clerk.
- The provisional ballot must be preserved as an "envelope" ballot. The completion of the Four-Step Procedure Form is <u>not</u> necessary. (The completion of the Four-Step Procedure Form is only necessary in instances where a voter's name does not appear on the QVF list.)
- When preserving the provisional ballot as an "envelope" ballot, you must 1) check the ID requirement box on the outside of the provisional ballot security envelope 2) mark the outside of the provisional ballot security envelope with the words "Michigan voter identification requirement" and 3) give the voter the required provisional balloting notices.

SPECIAL PROCEDURE IF VOTER IS SUBJECT TO THE FEDERAL IDENTIFICATION REQUIREMENT

- If the QVF list tells you that the voter must satisfy the federal identification requirement, the voter must present one of the following documents before voting in the first election in which he or she wishes to participate: 1) an acceptable form of picture identification or 2) a paycheck, government check, utility bill, bank statement or a government document which lists the voter's name and address
- Given the above, three situations could emerge when a voter is subject to the federal identification requirement:
 - Voter displays picture identification: Satisfies both the federal identification requirement and Michigan's voter identification requirement. Give the voter a ballot.
 - Voter displays paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address: Satisfies the federal identification requirement. Voter must display picture identification to satisfy Michigan's voter identification requirement. If voter does not possess picture identification, he or she must sign the affidavit form developed for voters who do not possess picture identification before voting. After the voter displays picture ID or signs the affidavit, give the voter a ballot.

Voter does not possess picture identification and is unable to produce a paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address: Voter must sign affidavit form developed for voters who do not possess picture identification before voting. As the voter is unable to satisfy the federal identification requirement, give the voter a provisional ballot. After the voter has completed the voting process, the provisional ballot must be secured as an "envelope" ballot. When preserving the provisional ballot as an "envelope" ballot you must 1) check the ID requirement box on the outside of the provisional ballot security envelope 2) mark the outside of the provisional ballot security envelope with the words "Federal voter identification requirement" and 3) give the voter the required provisional balloting notices. The completion of the Four-Step Procedure Form is not necessary. (The completion of the Four-Step Procedure Form is only necessary in instances where a voter's name does not appear on the QVF list.)

ADDITIONAL IMPLEMENTATION POINTS

A number of important points to remember when administering Michigan's voter identification requirement are provided below:

- A voter not in possession of picture ID who refuses to sign the affidavit form cannot vote and should be referred to the local clerk. This is the same procedure used for voters who refuse to complete an Application To Vote: no ballot is issued. Such a voter would <u>not</u> be eligible for a provisional ballot.
- A voter who claims to have picture ID but refuses to show it cannot vote and should be referred to the local clerk. The voter does not have the option of signing the affidavit form as the affidavit is designed for voters not in possession of picture identification. Such a voter would not be eligible for a provisional ballot.
- A picture ID that does not show the voter's residential address is acceptable.
- A voter cannot be challenged just because he or she is not in possession of picture ID or did not bring picture ID to the polls and signs the affidavit in order to vote. Of course, as is the case with any voter, a voter who is unable to show picture ID can be challenged if a challenger or an election inspector has "good reason to believe" that the person is not qualified to vote in the precinct.
- As a challenger may challenge election procedures that are not being properly performed, a challenge may be made if an election inspector attempts to issue a ballot to a voter who has not shown picture ID or signed an affidavit. Also, a challenger may challenge the ballot of a voter if the challenger has "good reason to believe" the person is not properly registered. Consequently, a challenge may be issued if a voter provides picture ID with an address that is different than the address on the precinct's QVF list.



Picture Identification in the Polls: Questions and Answers

The Michigan Supreme Court ruled on July 18, 2007 that a provision of Michigan election law which requires voters to either present picture identification or sign an affidavit if they do not have picture identification with them is constitutional and enforceable. (See MCL 168.523 for picture identification requirement.) While this requirement was originally enacted by the State Legislature in 1996, the requirement was never implemented due to a prior ruling issued through the Attorney General's office. Instructions for the implementation of this requirement are provided below.

1) What does the ruling mean for Michigan's election officials and voters?

Michigan's election officials must immediately prepare for the implementation of the requirement, which begins with the November 6, 2007 election. The Department of State's Bureau of Elections will provide clerks with the materials and training needed to implement the requirement.

As of the November 6, 2007 election, every Michigan voter who offers to vote at the polls must show picture identification or sign an affidavit attesting that he or she is not in possession of picture identification. (A copy of the affidavit form is attached for reference.)

2) How will the picture identification requirement be implemented?

The election inspector responsible for implementing the requirement will ask each voter who completes an Application to Vote to show picture identification. If the voter states that he or she does not have picture identification, the election inspector will give the voter an affidavit to sign attesting that he or she is not in possession of picture identification. A ballot cannot be issued to the voter unless the voter displays picture identification or signs the affidavit.

3) What type of check is the election inspector required to perform when viewing a voter's picture identification?

The election inspector will check the photo and name appearing on the identification to verify the voter's identity. As a part of this check, the election inspector will confirm that the name appearing on the picture identification matches the name entered by the voter on the Application to Vote.

4) Does the name appearing on the picture identification have to <u>exactly</u> match the name entered by the voter on the Application to Vote or the manner in which the voter's name appears on the precinct's QVF list?

No – however, the names must be similar enough to verify the voter's identity. For example, commonly used abbreviated names are acceptable such as Bill for William, Kathy for Kathryn. Initials that are representative of the voter's first name are also acceptable.

5) What types of picture identification can voters display to satisfy the requirement?

Voters can satisfy the picture identification requirement by showing a Michigan driver's license or a Michigan personal identification card.

Voters who do not possess <u>either</u> document may show any of the following forms of picture identification as long as they are current:

- Driver's license or personal identification card issued by another state.
- Federal or state government-issued photo identification.
- U.S. passport.
- Military identification card with photo.
- Student identification with photo from a high school or an accredited institution of higher education.
- Tribal identification card with photo.
- 6) What actions should an election inspector take if the photo appearing on the picture identification displayed by a voter does not resemble the voter closely enough to verify the voter's identity?

As a first step, the election inspector should take into account the age of the photo and any explanations the voter may wish to offer (weight gain or loss, hair style or facial hair alterations, different eyeglass frames, etc.). If such considerations resolve the matter, the election inspector should issue a ballot to the voter. If questions over the voter's identity remain, the election inspector should ask to view any other acceptable forms of picture identification that the voter may have in his or her possession. If the matter cannot be resolved with a second piece of picture identification or if the voter is unable to produce a second piece of picture identification, the election inspector should issue a provisional ballot to the voter and contact the clerk.

When issuing a provisional ballot in such a situation, the election inspector must preserve the provisional ballot as an "envelope" ballot. In addition, the completion of the Four-Step Procedure Form is not necessary. (The completion of the Four-Step Procedure Form is only necessary in instances where a voter's name does not appear on the precinct's QVF list.)

7) Does the identification displayed by the voter have to show the voter's residential address?

No. A picture identification card that does not show the voter's residential address is acceptable.

8) What happens if a voter offering to vote states that he or she has picture identification – but did not bring it to the polls?

Such voters can vote by signing the affidavit form. The affidavit can be used by 1) voters who do not have acceptable picture identification and 2) voters who have picture identification – but do not bring it to the polls.

9) Where can election officials obtain the affidavit form?

The Department of State will distribute an example of the affidavit form to local clerks and post the affidavit form on its Web site for local clerks to download and copy. The form will also be available through commercial vendors who market election related forms. Starting with the November 6, 2007 election, an adequate quantity of the forms must be supplied in every precinct supply kit. We recommend that the affidavit be printed on the reverse side of the Application To Vote.

10) What happens to the affidavit forms which are completed and submitted by voters?

The completed affidavit forms must be secured by the precinct board and forwarded to the clerk after the polls close. The clerk must retain the completed affidavit forms for a period of two years.

11) Are there any other records associated with the picture identification requirement that the precinct board needs to create or maintain?

No. Other than maintaining the affidavit forms completed by voters who do not possess picture identification, there are no other records associated with the picture identification requirement that the precinct board is required to create or maintain.

Can a challenger or an election inspector challenge a voter just because he or she does not have picture identification or did not bring it to the polls and signs an affidavit?

No. A voter cannot be challenged just because he or she is not in possession of picture identification or did not bring picture identification to the polls and signs the affidavit in order to vote. Of course, as is the case with any voter, a voter who is unable to show picture identification can be challenged if a challenger or an election inspector has "good reason to believe" that the person is not qualified to vote in the precinct.

13) Under what circumstances can a challenge related to the picture identification requirement be issued?

As a challenger may challenge election procedures that are not being properly performed, a challenge may be made if an election inspector attempts to issue a ballot to a voter who has not shown picture identification or signed an affidavit. Also, a challenger may challenge the ballot of a voter if the challenger has "good reason to believe" the person is not properly registered. Consequently, a challenge may be issued if a voter provides picture identification with an address that is different than the address on the precinct's QVF list.

14) Does the picture identification requirement impact the absentee voting process in any way?

No. The picture identification requirement only applies to those who vote in the polls on election day. Voters who apply for an absent voter ballot are not required to comply with the requirement.

15) What actions should a precinct board take if a voter who does not possess picture identification refuses to sign the affidavit form? Would such a voter be eligible to receive a provisional ballot?

A voter not in possession of picture identification who refuses to sign the affidavit form cannot vote and should be referred to the local clerk. This is the same procedure used for voters who refuse to complete an Application To Vote: no ballot is issued. Such a voter would <u>not</u> be eligible for a provisional ballot.

What actions should a precinct board take if a voter claims to have picture identification but refuses to show it? Should such a voter be offered the opportunity to sign the affidavit form? Would such a voter be eligible to receive a provisional ballot?

A voter who claims to have picture identification but refuses to show it cannot vote and should be referred to the local clerk. The voter does not have the option of signing the affidavit form as the affidavit is designed for voters not in possession of picture identification. Such a voter would not be eligible for a provisional ballot.

17) Does picture identification have to be requested in an instance where the voter is well known to the election inspector handling the picture identification requirement?

Yes. The consistent application of the picture identification requirement is important to avoid any appearance that the requirement is being selectively enforced. In addition, the law makes no exceptions for such situations.

18) Does a voter well known to the election inspector handling the picture identification requirement have to sign the affidavit if the voter is not in possession of picture identification?

Yes. As noted above, any practice which would make it appear that the picture identification requirement is being selectively enforced must be avoided. Also, the law makes no exceptions for such situations.

19) How does the picture identification requirement impact the federal identification requirement imposed under the Help America Vote Act (HAVA) on new Michigan voters who register to vote by mail?

If a voter subject to the federal identification requirement did not meet the requirement when registering to vote, the voter must present one of the following documents before voting in the first election in which he or she wishes to participate: 1) an acceptable form of picture identification or 2) a paycheck, government check, utility bill, bank statement or a government document which lists the voter's name and address.

Given the above, three situations could emerge when a voter is subject to the federal identification requirement:

- **Voter displays picture identification:** Satisfies both the federal identification requirement and Michigan's new picture identification requirement.
- Voter displays paycheck, government check, utility bill, bank statement or a
 government document which lists his or her name and address: Satisfies the federal
 identification requirement. Voter must display picture identification to satisfy Michigan's
 picture identification requirement. If voter does not possess picture identification, he or she
 must sign the affidavit form developed for voters who do not possess picture identification
 before voting.
- Voter does not possess picture identification and is unable to produce a paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address: Voter must sign affidavit form developed for voters who do not possess picture identification before voting. As the voter is unable to satisfy the federal identification requirement, the voter must be issued a provisional ballot as provided under current procedure. The required provisional balloting notices must be given to the voter with the ballot. After the voter has completed the voting process, the provisional ballot must be secured as an "envelope" ballot. The voter is then extended a 6-day period to satisfy the federal identification requirement. If the voter fails to satisfy the federal identification requirement during the 6-day period, the ballot is not counted.

Photo Identification at Polls (Voter <u>not</u> subject to additional federal identification requirement)

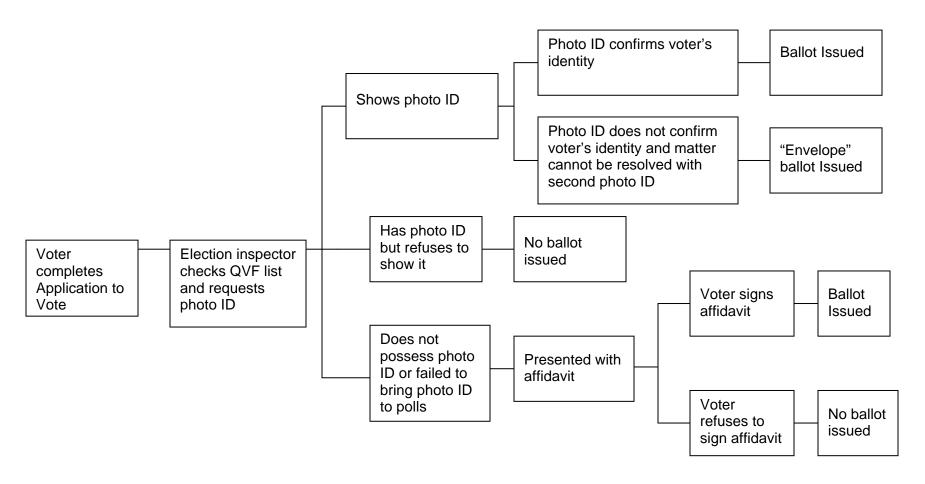
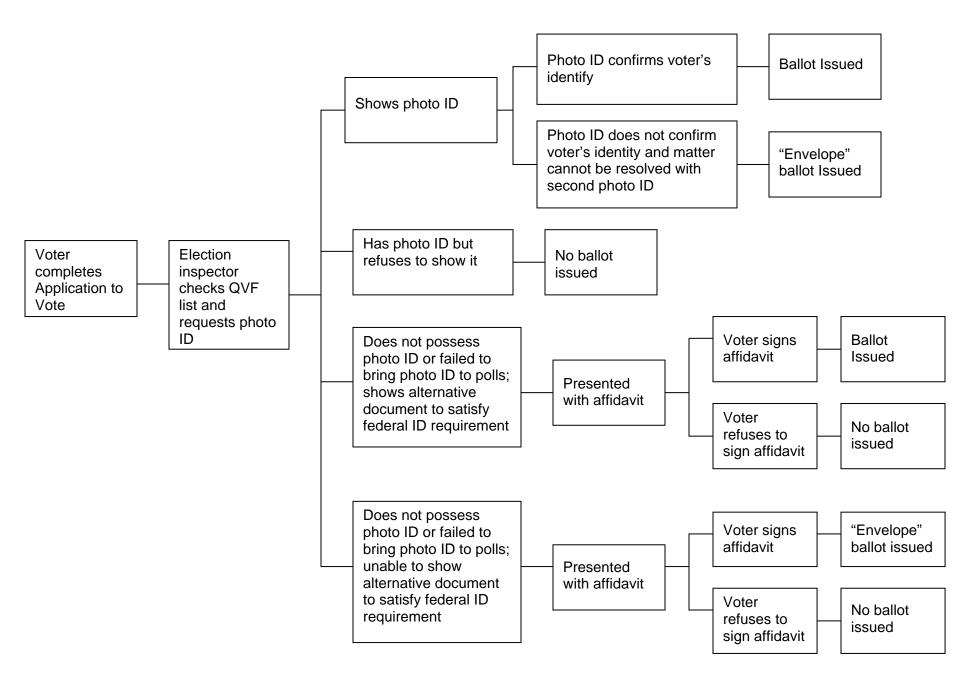


Photo Identification at Polls (Voter subject to additional federal identification requirement)



Application to Vote - Poll List

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

Date of Election Precinct

I certify that I am a registered and qualified elector in the above precinct and hereby make application to vote at this election.

Election Inspector Completes
VOTER NO.
BALLOT NO.
AFFIDAVIT ON REVERSE COMPLETED
ELEC. INSP. INITIAL

DATE OF BIRTH	PRINT NAME:	
		RESIDENCE ADDRESS
SIGN HERE	<u>x</u>	SIGNATURE OF VOTER

(Reverse)

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

l,	nereby aπirm that i am
(Print Name)	
not in possession of a driver's license, a state-issued peridentification and wish to vote.	sonal identification card or any other acceptable form of picture
By signing this affidavit, I swear that the statements made	e above are true.
SIGNATURE OF VOTER: X	
Penalty: Making a false statement in this affidavit is perjuto 5 years, or both.	ury, punishable by a fine up to \$1,000.00 or imprisonment for up
To be complete	d by Election Inspector
Sworn and subscribed to before me this	day of
I certify that the elector named above has completed the	above affidavit in my presence.

Signature of Election Inspector

X

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I,	hereby affirm that I reside at
(Print Name)	-
(Present Street Address)	,
(Present Street Address)	
I further affirm that I am not in possession of a driver's license, a state card or any other form of picture identification and wish to vote.	-issued personal identification
By signing this affidavit, I swear that the statements made above are t	rue.
SIGNATURE OF VOTER: X	
Penalty: Making a false statement in this affidavit is perjury, punishab imprisonment for up to 5 years, or both.	le by a fine up to \$1,000.00 or
To be completed by Election Inspecto	r
Sworn and subscribed to before me thisday of	,
I certify that the elector named above has completed the above affidav	vit in my presence.
X	
Signatu	re of Election Inspector

Return this form in Local Clerk Envelope

Michigan Department of State Bureau of Elections

Notice to Voters: Voter Identification Requirement in Effect

Every Michigan voter who offers to vote in the polls must comply with the requirement by showing picture identification or signing an affidavit attesting that he or she is not in possession of picture identification. (See MCL 168.523 for voter identification requirement.)

Voters with picture ID: Voters can satisfy the ID requirement by showing a Michigan driver's license or a Michigan personal identification card.

Voters who do not possess either document may show any of the following forms of picture ID as long as it is current:

- Driver's license or personal ID card issued by another state.
- Federal or state government-issued photo ID.
- U.S. passport.
- Military identification card with photo.
- Student identification with photo from a high school or an accredited institution of higher education.
- Tribal identification card with photo.

Voters without picture ID: Michigan election law anticipates that not all voters will have picture ID. Voters who do not have acceptable picture ID or forgot to bring acceptable picture ID to the polls can vote like any other voter by signing an affidavit.

Questions regarding the voter identification requirement can be directed to your local city or township clerk's office.

For more election related information, visit www.michigan.gov/vote

AFFIDAVIT OF ABSENT VOTER

I, hereby affirm that I am a residen (Please Print)
of, Michigan, and I reside (City, Township, Village or School District)
at(Present Street Address)
I further affirm that I submitted an application for an absent voter ballot for this election to the
(City, Township, Village or School District)
and that: I did not receive the absent voter ballot that I applied for.
I lost or destroyed the absent voter ballot I received.
I desire to vote in person.
By signing this affidavit, I swear that the statements made above are true. SIGNATURE OF ELECTOR: X
To be completed by Election Inspector
Sworn and subscribed to before me this day of,
I certify that the elector named above has completed the above in my presence and is eligible to vote.
X Signature of Election Inspector

Note to Inspector: This form does not have to be completed if the voter turns in his/her absent voter ballot and votes in person. You MUST call the clerk's office prior to permitting the elector to vote to make sure the absent voter ballot has not been returned to the clerk's office and to let us know the voter will be voting in person at the polling location.

Return this form in Local Clerk Envelope.



Providing service to voters with disabilities

Some of the most difficult barriers people with disabilities face are the negative attitudes and perceptions of other people. Sometimes those attitudes are just unconscious misconceptions that result in impolite or thoughtless acts by otherwise well-meaning people.

Simply put, when interacting with an individual with a disability, just follow the golden rule. Regardless of one's disability, just treat them with the same respect and courtesy that you would treat any other voter.

A. General suggestions

- 1) Don't assume people with disabilities need your help. Ask before acting.
- 2) Make eye contact and speak directly to the person, not through their companion.
- 3) Avoid actions and words that suggest the person should be treated differently. It is alright to invite a person in a wheelchair to "go for a walk" or to ask a blind person if she "sees what you mean."
- 4) Treat people with disabilities with the same respect and consideration that you have for everyone else.
- 5) Make basic information available in accessible formats: large print, Braille and electronic formats.

B. Specific Disabilities

1) Blind/visually impaired

- Be descriptive. You may have to help orientate people with visual impairments and let them know what is coming up. If they are walking, tell them if they have to step up or down, let them know if the door is to their right or left and warn them of possible hazards.
- You do not have to speak loudly to people with visual impairments. Most of them can hear perfectly well.

- Offer to read written information for a person with a visual impairment, when appropriate.
- If you are asked to guide a person with a visual impairment, offer your arm instead of grabbing theirs.

2) Deaf/Hearing Impaired

- Face people with hearing impairments when you talk to them so they can see your lips.
- Slow the rate at which you speak when talking to a person with a hearing impairment.
- Increase the level of your voice.
- Communicate in writing, if necessary.

3) Physical/Mobility Impairments

Try sitting or crouching down to the approximate height of people in wheelchairs or scooters when you talk to them.

- Do not lean on a person's wheelchair unless you have their permission it is their personal space.
- Be aware of what is accessible and what is not accessible to people in wheelchairs.
- Give a push only when asked.

4) Cognitive/Developmental Disabilities

Do not assume the person is not listening just because you are getting no verbal or visual feedback. Ask whether he/she understands or agrees.

- Do not assume you have to explain everything to people with cognitive disabilities. They do not necessarily have a problem with general comprehension.
- Offer to read written material aloud, when necessary.

Precinct List Notes

Code	Status	Description
1	СН	AGE
2	СН	BUSINESS ADDRESS
3	СН	CITIZENSHIP
4	СН	ID CARD RETURNED
5	СН	RESIDENCY
6	СН	REGISTERED BY MAIL + NOT 60 YEARS OLD
21	٧	CONFIRM ADDRESS
22	٧	CORRECT ADDRESS
23	٧	DOB
24	٧	SIGN REGISTRATION CARD
25	٧	CONFIRM CITIZENSHIP
30	٧	SURRENDERED LICENSE
4 5 6 21 22 23 24 25	CH CH V V V	ID CARD RETURNED RESIDENCY REGISTERED BY MAIL + NOT 60 YEARS OLD CONFIRM ADDRESS CORRECT ADDRESS DOB SIGN REGISTRATION CARD CONFIRM CITIZENSHIP

Other Abbreviations:

ID	MUST SHOW ID BEFORE VOTING
MVIP	MUST VOTE IN PERSON
av-s	VOTER HAS BEEN SENT AN AV BALLOT
av-r	AV BALLOT HAS BEEN RECEIVED FROM A VOTER



STATE OF MICHIGAN RUTH JOHNSON, SECRETARY OF STATE

DEPARTMENT OF STATE Lansing

April 2011

Identification and Residence Verification Requirements: Listings of Acceptable Documents

The following lists the types of documents voters can use to satisfy 1) the identification and residence verification requirements associated with the "provisional balloting process" and 2) the federal identification requirement imposed on first-time mail registrants.

Provisional balloting identification requirement: A voter who does not appear on the QVF list who wishes to vote a provisional ballot must identify himself or herself as a part of the provisional balloting process (see Step Three of the Four-Step Procedure form). To satisfy the identification requirement, the voter can show:

- A Michigan driver's license. OR
- A **Michigan** personal identification card. OR
- Any other type of **government issued** identification card which shows the voter's photo. OR
- An identification card issued by a **Michigan** university or college which shows the voter's photo.

Provisional balloting residency verification: In addition to the above, a voter who does not appear on the QVF list who wishes to vote a provisional ballot must show documentation to confirm that he or she currently resides in the precinct (see Step Three on the Four-Step Procedure form). To satisfy the residence confirmation requirement, the voter can show:

- A Michigan driver's license that lists the voter's address in the precinct. OR
- A Michigan personal identification card that lists the voter's address in the precinct. OR
- Any other type of **government issued** photo identification card that lists the voter's address **in the precinct**. OR
- A photo identification card issued by a **Michigan** university or college that lists the voter's address **in the precinct**.

If the voter is unable to satisfy the residence confirmation requirement by showing one of the above listed documents, the voter can show one of the alternative documents listed below. If the

voter must rely on one of the following alternative documents to confirm his or her residence address in the precinct, the voter must be issued an "envelope" ballots as explained in the Four-Step Procedure form instructions.

- A current utility bill that contains the voter's name and address **in the precinct** (see examples below). OR
- A current bank statement that contains the voter's name and address in the precinct (see examples below). OR
- A current paycheck or government check that contains the voter's name and address in the precinct (see examples below). OR
- Any other government document that contain the voter's name and address in the precinct (see examples below).

Federal identification requirement imposed for first-time mail registrants: Federal law stipulates that a voter who has never voted in Michigan who chooses to register by mail must satisfy an identification requirement. To satisfy the identification requirement, the voter can:

- Accurately enter his or her state issued driver's license number, personal identification card number or the last four digits of his or her Social Security Number where requested on the mail-in voter registration form. OR
- Send one of the following forms of identification when mailing the mail-in voter registration form to his or her county or local clerk: a copy of any current and valid photo identification (see examples below) or a copy of a paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address (see examples below).

If a voter subject to the new federal identification requirement does not meet the requirement when registering, the voter must present one of the above listed documents before voting in the first election in which he or she wishes to participate. The federal identification requirement does <u>not</u> apply if:

- 1) The voter hand delivers his or her mail registration form to the county or local clerk's office; OR
- 2) The voter is disabled; OR
- 3) The voter is eligible to vote under the Uniformed and Overseas Citizens Absentee Voting Act.

Examples of Acceptable Photo Identification (Document Must Be Current and Valid; Listing Applies to Federal ID Requirement Only)

Driver's license with photo (any state)

Personal identification card with photo (any state)

Government issued photo identification card

Passport

Student identification card with photo

Credit or automated teller card with photo

Military identification card with photo

Employee identification with photo

Tribal identification with photo

Examples of Acceptable Paychecks, Government Checks, Utility Bills and Bank Statements (Must Contain Voter's Name and Address)

A paycheck or paycheck stub from any employer issued within the last year

A Social Security Administration check statement issued within the last year

Government or military paycheck or paycheck stub issued within the last year

Tax return check or check statement issued by the IRS or the State of Michigan within the last year

A gas, telephone, electric, water, cable or other utility bill issued within the last year

A statement from a bank or credit union dated within the last year

Example of Acceptable Government Documents (Must Contain Voter's Name and Address)

Vehicle registration

Electronic Benefit Transaction (EBT) card

Department of Social Services (DSS) card

Insurance card issued pursuant to a government administered or subsidized health insurance program such as Medicare or Medicaid

Veteran's identification card

Lease agreement provided under a public housing program or subsidized housing program

Public housing identification card

Tuition statement or bill from a public college or university

Correspondence or a bill received from a federal, state or local government

Discharge certificate, release papers, pardon, or other official document issued to the voter in connection with the resolution of a criminal case, indictment, sentence or other matter, in accordance with state law

Discount card issued by a public transportation authority or a provider to senior citizens or persons with disabilities

Marriage license



STATE OF MICHIGAN RUTH JOHNSON, SECRETARY OF STATE DEPARTMENT OF STATE

LANSING

Procedure for Issuing a Ballot If Voter's Name Does Not Appear On Registration List

-- A Four-Step Procedure --

If an elector who completes an Application to Vote form does not appear on the precinct's QVF list, *contact the clerk for assistance and complete this form before issuing a ballot to the voter.* There are two exceptions:

EXCEPTION #1: If the voter is in the proper polling place and is able to produce a voter registration receipt that shows that he or she registered to vote before the registration deadline, there is no need to complete this form. Instead, contact the clerk for assistance if needed and arrange to have the voter complete another registration form. After the voter has completed the registration form, permit the voter to vote under regular procedure.

EXCEPTION #2: If you or the clerk determines that the voter is registered to vote in a different precinct and the voter is willing to travel to his or her proper polling place, there is no need to complete this form. Instead, give the voter directions to his or her proper polling place. (If the voter declines to travel to his or her proper polling place, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an "envelope" ballot to the voter. In such an instance, inform the voter that his or her ballot will not count if it is confirmed that the voter is voting in the wrong precinct.)

IF YOU MUST COMPLETE THIS FORM BEFORE ISSUING A BALLOT TO THE VOTER, CAREFULLY FOLLOW THE FOUR STEPS EXPLAINED ON THE FOLLOWING PAGES.

State of Michigan Voter Registration Application and Michigan Driver License/Personal Identification Card Address Change Form

answer	Are you a citizen o	of the Uni	ted States of America?	O Yes	O No	
- unswer			on or before election day?		O No	
	vviii you be to yea	iis oi age	on or before election day:	J 163	J 140	
	If you checked "NO	" in respo	nse to either of these questio	ns, do NOT	complete thi	s form.
2						
Last Name	pplication	First Nan	20	Mi	ddle Name	
Last Name		First Nan	ile.	IVII	udie Name	
Address where you liv	ve —house number and street,	/road		Ap	ot. No./Lot No.	
City			Zip Code	Те	lephone <i>optiona</i>	ı
oity		мі	Zip code	10	ерноне ориона	,
If you do not have a ho	ouse or street address, describ		here you live —cross streets or road	ds. landmarks	. etc.	
,				,	,	
O City or O Townshi	ip where you live	County v	vhere you live	Sc	hool District if kr	nown
Mailing Address if diff	ferent O For use on Driver Li	cense/Perso	nal ID and Voter Registration O Fo	r use on Vote	r Registration on	ly
Date of Birth		O Male	O Female			
ID November of sets and						
	olicable box and provide appro		er	Ctata		
	d driver license or personal ID		. The last four digits of my Social Se	State:	r ara	
			onal ID card or a Social Security Nu		i are	
	be assigned to you for voter re			ilibei.		
Are you still registere	d to vote at your last address?	O Yes	O No O Don't Know If "Yes" o	or "Don't Know	w" enter previous	address
Previous Street Addre	ess	O City or	O Township of		County	
State		Zip Code	Registered under name of if di	fferent than a	bove	
2						
5 read, sign a	and date					
I certify that:			a .			\neg
- I am a citizen of the						
 I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day. 		X Signature of Applicant		Date		
	years of age by election day.					
	tion of any previous registrati ave provided is true to the bes		X Signature of Applicant		Date	
of my knowledge u provided false info	nder penalty of perjury. If I har rmation, I may be subject to a nt or both under federal or sta	ve	S.ghataro or Approant	2000		

Sign and date both spaces provided above.

STEP ONE: VOTER must complete the following affidavit and provide requested information on registration process. (Note: The voter must complete the affidavit in order to receive a provisional ballot. If the voter refuses to complete the affidavit, advise the voter that he or she cannot vote. In such an instance, there is no need to complete the remainder of this form.) **AFFIDAVIT** I, ______, hereby affirm that I am a resident of the City Township of ______, Michigan and I reside at . I further affirm that I submitted a voter registration application on or before the close of registration for the election at hand. By signing this affidavit, I swear that the above statements are true. I also understand that I must complete and submit a new voter registration application. Signature of Elector: _____ Date ____/____ Signature of Clerk, Authorized Assistant or Election Inspector: An individual who provides false information in the above affidavit is guilty of perjury which is punishable by a fine of up to \$1,000.00 and/or imprisonment for up to 5 years. Process used to register to vote: Mail-in registration form Secretary of State Branch Office Secretary of State "Renewal by Mail" Program Designated voter registration agency County, city or township clerk's office Approximate DATE OF REGISTRATION: STEP TWO: ELECTION INSPECTOR asks the VOTER to complete a voter registration application. • If the voter completes a voter registration application, retain it with this form. If the voter declines to complete a voter registration application, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an "envelope" ballot to the voter.

(1)	registered township check? the clerk registered Answer that the	with the clerk to confirm that the voter is not ed to vote in any other precinct in the city or p. Were you able to reach the clerk to make this (Answer "No" if (1) you were unable to reach k or (2) the clerk advised that the voter is, in fact, ed in a different precinct in the city or township. "Yes" if you reached the clerk and the clerk advised person is <u>not</u> registered in a different precinct ty or township.)
(2)	identify License, governm	he voter's identity. Is the voter able to himself or herself by showing a Michigan Driver Michigan Personal Identification Card, other nent issued photo identification card or a photo ration card issued by a Michigan university or college?
	If "Yes,"	'check ONE of the following and enter requested information:
		Michigan Driver License (enter number):
		Michigan Personal Identification Card (enter number):
		Other government issued photo identification card (describe):
		Photo identification card issued by a Michigan university or college (describe):
	If"No"	ask the voter for any form of identification and complete following:
	11 110,	•

	☐ Voter was unable to show any form of identification.
(3)	Check the voter's residential address. Is the voter able to confirm that he or she <u>currently resides in</u> the precinct by showing a Michigan Driver License, Michigan Personal Identification Card, other government issued photo identification card or a photo identification card issued by a Michigan university or college? (Answer "No" if voter shows a Michigan Driver License, Michigan Personal Identification card, other government issued photo identification card or a photo identification card issued by a Michigan university or college that contains an address outside of the precinct.)
	If "No," ask voter if he or she can confirm that he or she currently resides in the precinct by showing any of the following documents (1) a current utility bill (2) a current bank statement (3) a current paycheck or government check or (4) any other government document. If voter produces such a document, describe below and indicate if the document contains the voter's name and address:
(4)	Did the voter complete and submit a VES NO voter registration application? If "No," explain:
	EP FOUR: ELECTION INSPECTOR issues an "affidavit" ballot or an "envelope" ballot the VOTER as explained below.
•	If you answered "Yes" to <u>all four of the questions</u> appearing under Step Three, issue an "affidavit" ballot to the voter:
	(1) Prepare ballot as a "challenged" ballot and issue to the voter. (Write and conceal the ballot serial number on the reverse side of the ballot.)

- (2) Enter the voter's name in the poll book and write "AFFIDAVIT BALLOT" next to the voter's name.
- (3) Direct voter to a voting station and permit voter to vote ballot.
- (4) After the voter has voted the ballot, remove the ballot stub. Direct voter to deposit ballot in tabulator.
- (5) Remove the "NOTICE" which appears below and issue it to the voter.
- (6) Forward this form and the voter registration application completed by voter to the clerk after the polls close.
- If you answered "No" to <u>any of the four questions</u> appearing under Step Three, issue an "envelope" ballot to the voter:
 - (1) Prepare ballot as a "challenged" ballot and issue to the voter. (Write and conceal the ballot serial number on the reverse side of the ballot.
 - (2) Enter the voter's name in the poll book and write "ENVELOPE BALLOT" next to the voter's name.
 - (3) Direct voter to a voting station and permit voter to vote ballot.
 - (4) After the voter has voted the ballot, direct the voter to place the ballot in a SECRECY SLEEVE. Next, direct the voter to insert the ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE. The ballot stub remains attached to the ballot. (To protect the secrecy of the ballot, no member of the precinct board should handle the ballot during this step.)
 - (5) Seal the PROVISIONAL BALLOT SECURITY ENVELOPE and complete the entries on the outside of the envelope. Seal the ballot in the envelope only; do *not* enclose this form or the voter registration application completed by the voter in the envelope.
 - (6) Remove the "NOTICE" which appears below and issue it to the voter.
 - (7) Forward this form, the voter registration application completed by the voter and the PROVISIONAL BALLOT SECURITY ENVELOPE holding the voter's ballot to the clerk after the polls close.

NOTICE TO VOTERS WHO DO NOT APPEAR ON THE PRECINCT'S REGISTRATION LIST

(Notice must be issued to any voter who 1) does not appear on the precinct's registration list 2) completed the attached four-step procedure form and 3) was issued a provisional ballot.)

As explained by the election workers, special procedures were followed when issuing you a ballot as your name did not appear on the registration list where you offered to vote. Please be advised of the following:

- If the election workers directed you to place your ballot in the precinct's tabulator, all valid votes appearing on your ballot *will count*. You have voted!
- If the election workers directed you to place your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE, the clerk will determine if your ballot can be counted within six calendar days after the election. If your ballot can be counted, all valid votes appearing on your ballot will count. If your ballot cannot be counted, no votes appearing on your ballot will count.

IMPORTANT: MAKING SURE YOUR BALLOT COUNTS

If the election workers placed your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE because you were unable to satisfy the identification and/or residency verification steps, your ballot will be counted if you provide your local city or township clerk with required document(s) no later than the sixth calendar day after the election. You can appear in person in your city or township clerk's office to show the document(s), fax the document(s) to the clerk or mail a copy of the document(s) to the clerk. If you do not satisfy the identification requirement and/or the residency verification requirement within six calendar days after the election, your ballot will not count. The following lists the types of documents you can use to satisfy the requirements:

Documents which satisfy identification requirement: A Michigan Driver License; a Michigan Personal Identification Card; any other type of government issued identification card which shows your photo; or an identification card issued by a Michigan university or college which shows your photo.

Documents which satisfy residency requirement: A Michigan Driver License; A Michigan Personal Identification Card; government issued photo identification card; photo identification issued by a Michigan university or college; current utility bill; current bank statement; current paycheck or government check; or any other government document.* The document must show your name and your address. The address shown on the document must be in the precinct where you voted.

NEED MORE INFORMATION?

formation, contact your city or township clerk's office in person or beounted, the clerk will explain why. Contact information:	y phone. If your

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^{*} Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirement.

NOTICE TO VOTERS UNABLE TO SATISFY STATE AND/OR FEDERAL IDENTIFICATION REQUIREMENT

(Notice must be issued to any voter who is required to vote an "envelope" ballot because he or she is unable to satisfy Michigan's voter identification requirement and/or the federal voter identification requirement.)

Chec	k applicable box below:		
	As questions over your identity remained after an inspection of the picture identification you produced to satisfy Michigan's voter identification requirement, special procedures were followed when issuing you a ballot.		
	As you are subject to the federal voter identification requirement and have not satisfied the requirement to date, special procedures were followed when issuing you a ballot. The federal voter identification requirement applies to voters who 1) have never previously voted in Michigan 2) registered to vote by mail and 3) are not exempted from the ID requirement under federal law.		
	IMPORTANT: MAKING SURE YOUR BALLOT COUNTS		
identican at the cl	To ensure that your ballot counts, you must provide your local city or township clerk with an appropriate identification document no later than the sixth calendar day after the election. Except as noted below, you can appear in person in your city or township clerk's office to show the document, fax the document to the clerk or mail a copy of the document to the clerk. If you do not satisfy the identification requirement within six calendar days after the election, your ballot will not count. The following lists the types of documents you can use to satisfy the identification requirement:		
who l	ments which satisfy federal voter identification requirement imposed on first-time mail registrants have never previously voted in Michigan: A copy of any current and valid photo identification or a of a paycheck, government check, utility bill, bank statement or a government document* which your name and address.		
or per identi photo photo	ments which satisfy Michigan voter identification requirement imposed on all voters who attend tolls to vote: A Michigan Driver License; a Michigan Personal Identification Card; driver's license resonal identification card issued by another state; a federal or state-government issued photo fication; a U.S. passport; a military identification card with photo; a student identification with from a high school or an accredited institution of higher education; or a tribal identification with the In all cases, the picture identification must be current. To satisfy the Michigan voter identification rement, you must appear in person in your city or township clerk's office.		
	NEED MORE INFORMATION?		
	dditional information, contact your city or township clerk's office in person or by phone. If your cannot be counted, the clerk will explain why. Contact information:		

^{*} Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirement.



July 27, 2006

Procedure for Handling Optical Scan Ballots Rejected in the Polls

Election workers must be carefully instructed on the appropriate procedures for interacting with voters who have their ballot rejected by the tabulator. As a part of the instruction, it is extremely important to emphasize that the election inspectors <u>cannot</u> view the voter's ballot in an attempt to identify the voting error involved.

To ensure the proper handling of voters who have their ballot rejected, the following "script" is offered. The distribution of the script to all election inspectors is recommended. The election inspector responsible for monitoring the tabulator should read the script to any voter who experiences the rejection of his or her ballot due to a voting error.

STEP I: Election worker reads following statement to any voter who experiences the rejection of his or her ballot due to a voting error:

A. If voter has "overvoted" an office or has voted in more than a single party primary: THE TABULATOR HAS REJECTED YOUR BALLOT BECAUSE IT IS IMPROPERLY MARKED. ACCORDING TO THE TABULATOR, YOU HAVE (CAST MORE VOTES FOR AN OFFICE THAN ALLOWED) (VOTED IN MORE THAN A SINGLE PARTY PRIMARY).

IF YOU WISH TO CORRECT THE VOTING ERROR, WE WILL BE HAPPY TO SUPPLY YOU WITH A REPLACEMENT BALLOT.

IF YOU DO NOT WISH TO CORRECT THE VOTING ERROR, WE WILL BE HAPPY TO ACCEPT YOUR BALLOT AS PRESENTED. PLEASE BE AWARE, HOWEVER, THAT ANY INVALID VOTES MARKED ON YOUR BALLOT WILL NOT BE COUNTED.

B. If voter has not cast any votes (blank ballot): THE TABULATOR HAS REJECTED YOUR BALLOT BECAUSE IT DOES NOT READ ANY VOTES ON THE BALLOT.

IF YOU WISH TO CAST VOTES ON THE BALLOT, YOU MAY RETURN TO THE VOTING STATION. INSTRUCTIONS ON THE VOTING PROCESS ARE AVAILABLE AT YOUR REQUEST.

IF YOU DO NOT WISH TO RETURN TO THE VOTING STATION, WE WILL BE HAPPY TO ACCEPT YOUR BALLOT AS PRESENTED. PLEASE BE AWARE, HOWEVER, THAT NO VOTES WILL COUNT.

STEP II: If the voter wishes to have his or her ballot cast as presented, the election worker should reemphasize how the ballot will be counted and afford the voter a second opportunity to obtain a replacement ballot or return to the voting station:

- A. If voter has "overvoted" an office: IF YOUR BALLOT IS CAST AS MARKED, NO VOTES WHICH APPEAR UNDER ANY OFFICE THAT YOU HAVE "OVERVOTED" WILL COUNT. ARE YOU CERTAIN THAT YOU DO NOT WISH TO RECEIVE A REPLACEMENT BALLOT?
- **B.** If voter has voted in more than a single party primary: IF YOUR BALLOT IS CAST AS MARKED, NO VOTES WHICH APPEAR IN THE PARTISAN SECTION OF YOUR BALLOT WILL COUNT. ARE YOU CERTAIN THAT YOU DO NOT WISH TO RECEIVE A REPLACEMENT BALLOT?
- C. If voter has not cast any votes (blank ballot): IF YOUR BALLOT IS CAST AS PRESENTED, NO VOTES WILL COUNT FOR ANY CANDIDATES OR PROPOSALS. ARE YOU CERTAIN THAT YOU DO NOT WISH TO RETURN TO THE VOTING STATION?



July 18, 2006

DETERMINING THE VALIDITY OF OPTICAL SCAN BALLOT MARKINGS

(Issued May 27, 2004)

Michigan election law, MCL 168.799a(3) as amended under PA 92 of 2004, provides the following direction on recounting optical scan ballots:

If the electronic voting system requires that the elector place a mark in a predefined area on the ballot in order to cast a vote, the vote shall not be considered valid unless there is a mark within the predefined area. A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark subject to recount with other marks appearing on the ballot. The secretary of state shall issue instructions, subject to the approval of the board of state canvassers, relevant to stray marks to ensure the fairness and uniformity of determinations made under this subsection. A secretary of state's instruction relevant to stray marks shall not be applied to a ballot unless the secretary of state issued the instruction not less than 63 days before the date of the election.

Similar direction is provided under Michigan election law, MCL 168.803(2) as amended under PA 92 of 2004:

If an electronic voting system requires that the elector place a mark in a predefined area on the ballot in order to cast a vote, the vote shall not be considered valid unless there is a mark within the predefined area. A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark with other marks appearing on the ballot. The secretary of state shall issue instructions, subject to the approval of the board of state canvassers, relevant to stray marks to ensure the fairness and uniformity of determinations made under this subsection. A secretary of state's instruction relevant to stray marks shall not be applied to a ballot unless the secretary of state issued the instruction not less than 63 days before the date of the election.

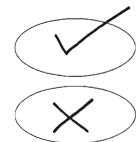
The above provisions of law were enacted to accommodate those situations where the tabulating equipment employed to count optical scan ballots cast at an election is unable to recognize a properly cast vote. Such situations generally stem from the voter using an inappropriate marking tool to vote his or her ballot. They can also occur if the ballot marking is not dense enough for the tabulator to recognize the presence of a vote.

It merits emphasis that the proper way to indicate a vote on an optical scan ballot is to make a mark <u>within the "predefined area" designated for casting a vote</u>. Thus, any markings that are inconsistent with this standard cannot be counted as votes.

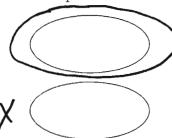
Optical Scan Systems Employing "Oval" Target Areas

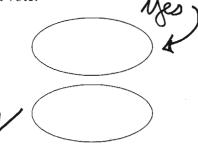
Valid markings: Each of the examples provided below is a <u>valid vote</u> as there is a mark within the "predefined area" for casting a vote.



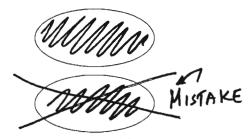


Invalid markings: Each of the examples provided below is an <u>invalid vote</u> as a mark does <u>not</u> appear within the "predefined area" designated for casting a vote.

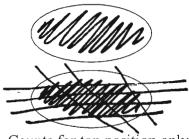




Corrections: A correction that causes a "false" tabulator read does not count as a valid vote.

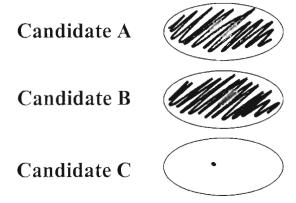


Count for top position only



Counts for top position only

Stray marks: "A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark with other marks appearing on the ballot."



Counts for top two positions only

Optical Scan Systems Employing "Arrow" Target Areas

Valid markings: Each of the examples provided below is a <u>valid vote</u> as there is a mark within the "predefined area" for casting a vote.



Invalid markings: Each of the examples provided below is an <u>invalid vote</u> as a mark does <u>not</u> appear within the "predefined area" designated for casting a vote.

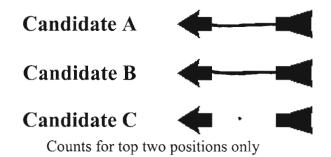


Corrections: A correction that causes a "false" tabulator read does not count as a valid vote.



Counts for top position only

Stray marks: "A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark with other marks appearing on the ballot."



Counts for top position only

STATEMENT OF VOTE	S - CERTIFICATE OI	FELECTION INSPECT	ORS	
JURISDICTION:	WARD/PRECINCT:	DATE OF ELECTION:		
WE CERTIFY THE FOLLOWING:				
✓ AT THE CLOSE OF THE POLLS (Except	as noted on the Remarks P	age of this Poll Book)		
The number of voters according to this Poll precinct and the number of voters in adden				
The number of ballots tabulated is:				
Verified that the number of ballots tabulated exist between the Poll Book and Application Poll Book.				
Listed the challenged voters, if any, in this	Poll Book and properly iden	tified the challenged ballots.		
Verified that all valid absent voter ballots ha	ave been tabulated (if abser	nt voter ballots processed in p	precinct).	
Verified that any ballots requiring duplication	n have been accurately dup	olicated and tabulated.		
Verified that all valid write-in votes have be				
Verified that all provisional "envelope" ballot security envelopes.	s issued, if any, were prope	rly recorded, identified and se	aled in provisional ballot	
Verified that the tabulator statement of vote	es tape and proposal langua	ge are attached to the appro	priate copies.	
Verified that the number of ballots issued to and the number of unused ballots are accu			number of spoiled ballots	
Verified that if the number of ballots tabulate the discrepancy is noted in the Remarks se		umber of voters according to	the List of Voters report,	
By signing below: we, the undersigned (used and unused) except envelope ballots	members of the Board were properly sealed into	of Election Inspectors, o an approved BALLOT STO	certify that all ballots RAGE CONTAINER(S)	
by affixing seal(s): Seal No.	Seal No.	Seal No.		
We further certify that if the Tabulator Pr	ogram (Prom Pack/Mem	nory Card) has been remo	ved from the tabulator	
it was properly sealed in an approved STO	RAGE CONTAINER by a	iffixing Seal No.		
X	X			
Signature of member who sealed the BALLOT STORAG and TABULATOR PROGRAM STORAGE CONTAINED		of member who verified these stical party as member who seale		
ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW (Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the Remarks Section of this Poll Book)				
X	X			
Chairperson Pi	none		Phone	
	none		Phone	
X	X			
	none		Phone	
Pr	none		Phone	
X	X			
X	none		Phone	
	none		Phone	

DETACH CERTIFICATE OF ELECTION INSPECTORS (RED) AND WRITE-IN SECTION (GREEN), AFFIX TOTALS TAPE AND ENTER OR ATTACH PROPOSAL LANGUAGE TO APPROPRIATE COPIES AND SEAL IN DESIGNATED ENVELOPES.

CLER	K'S PREPARA	TION CERTIFICAT	E
Tabulator Serial No.		Tabulator Seal N	0.
Terminal Serial No.		Terminal Seal No),
I certify that the above tabulator and voter a with law, and that at the completion of the tebearing the seal numbers recorded above.	ssist terminal have bests, the programs we	een properly prepared and ere inserted into the tabulato	tested for this election in accordance or and terminal and sealed with seals
X	-		And the same of th
Ward/Precinct No.	Signature of Clerk or	Authorized Assistant	Date
ELECTION INS	SPECTORS' PI	REPARATION CER	TIFICATE
✓ WE CERTIFY BY SIGNING BELOW THAT:	THE FOLLOWING WA	S COMPLETED PRIOR TO T	HE OPENING OF THE POLLS:
The oath of office was administered to ar	nd signed by all electi	on inspectors present.	
Verified that the serial number of the tabuas the serial and seal numbers recorded			tabulator and terminal were the same
All preparation tests of the tabulator and	terminal were compl	eted and the equipment wa	s found to be in proper working order.
The ballot was verified by comparing each instruction ballot, tabulator zero tape and		nd the placement of any pro	positions on the ballot with the precinc
Vance of determine a september of the second	195 Clan Charles De en Invierie	ND ELECTION INS	PECTORS
STATE OF MICHIGAN,	−SS.		
and that I will faithfully discharge the duties		·	t the Election held on Tuesday, the
			Signature of Chairperson
Taken, subscribed and sworn to	o before me this , 20 .	X	
uay or	, 20		re of Person Administering Oath
STATE OF MICHIGAN,	-ss.		
LDo Solemniv Swear (or affirm) tha	 ut I will support the Co	onstitution of the United Sta	ites and the Constitution of this State,
and that I will faithfully discharge the dut	ies of the Office of	Inspector of Elections at	
day of, 20	, according to th	e best of my ability.	
Signatures of Pers	sons Taking Oath a	nd Certifying Preparation	Certificate
X		X	
х		×	
х		X	
X		X	
X		ж	
Taken, subscribed and sworn to	146	X	

Signature of Person Administering Oath

LIST OF VOTERS

NO. OF VOTER	NAME OF VOTER	Mark A.V. if voted by ABSENT VOTER	BALLOT NUMBER	REMARKS
1				·
2				
3				
4			All Market Market	
5				
6		Ŋ.		
7				
8				
9				
10				
11				
12				
13	The state of the s			
14				
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16		si kaya e		
17				
18				
19			- (
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21				
22				
23				
24		<u> </u>	!	
25				

TOTAL VOTERS ON THIS PAGE

CHALLENGED VOTERS

	Voter's Address Reason for Challenge
/oter's Telephone #	Reason for Challenge
· ·	
Result of Challenge: 🔲 Ba	
Ū B:	Ballot not issued
Time Name	e of Challenger
Name of Challenged Voter	rVoter's Address
Voter's Telephone #	Reason for Challenge
Result of Challenge: 🔲 E	Ballot issued and Identified
	Ballot not issued
	CHALLENGED PROCEDURES
Time Name	e of Challenger
	d Procedure
Result	
	;
Time Name	e of Challenger
	ed Procedure
,	
	D.
Result	l .

TIME	REMARKS SECTION This Area may be used for Recording any Special Proceedings at the Election as may be deemed important
terror Winter	
	·
}	
,	·

PRESS FIRMLY YOU ARE MAKING 3 COPIES

DETACH ONLY THE WHITE AND PINK COPIES AT PERFORATIONS

OPTICAL SCAN

WRITE-INS ONLY

Ward #

STATEMENT OF VOTES

recinct # Name of City,	Name of City, Township, Village or School District:		lection:	
	LCIL	VTG AC		TOTAL
CANDIDATE'S NAME	CTTO	וועלי	5 10 15 20 25 30 35 40 45 50	VOTES
	,			
- Addition				
	100			

WHITE COPY TO LOCAL CLERK

ENTER OR ATTACH PROPOSAL LANGUAGE HERE.			
ATTACH PRECINCT TABULATOR STATEMENT OF VOTES TAPE HERE.			

CERTIFICATE OF ELECTION INSPECTORS

WE CERTIFY THE FOLLOWING: AT THE CLOSE OF THE POLLS (Except as noted on the Remains)	arks Page of this Pall Rook)			
The number of voters according to this Poll Book is (include				
The number of ballots tabulated is:				
Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.				
Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.				
☐ Verified that all valid absent voter ballots have been tabulated				
Verified that any ballots requiring duplication have been acc				
	Book and the totals recorded to the Statements of Votes in this Poll Book.			
security envelopes.	were properly recorded, identified and sealed in provisional ballot			
☐ Verified that the tabulator statement of votes tape and prop	osal language are attached to the appropriate copies.			
BALLOT	SUMMARY			
NUMBER OF BALLOTS DELIVERED TO PRECINCT:	NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:			
A. Number of official ballots delivered to	Number of ballots tabulated: (include absent voter ballots if processed in precinct):			
precinct: (Do not include absent voter ballots)	E. Number of absent voter ballot envelopes delivered			
minus) +1 =	to precinct which did not contain a ballot:			
Ending No. Starting No.	F. Number of ballots reissued to voters who spoiled			
	their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated):			
B. Northead fabruary and all all and an annual an annual and an annual an annual and an annual and an annual and an annual and an annual an annual and an annual an annual and an annual an annual and an annual	G. Number of ballots used by election inspectors for ballot duplications:			
B. Number of absent voter ballot return envelopes delivered to precinct for processing:	H. Number of PROVISIONAL "envelope"			
(Enter "0" if absent voter ballots not	ballots issued:			
processed in precinct)	I. Number of UNUSED BALLOTS (excess ballots):			
	minus +1 =			
	Ending No. of Starting No. of Unused Ballots Unused Ballots			
C. Total of Lines A & B:	J. Total of Lines D, E, F, G, H and I:			
C. Total of Lines A & B.	THESE TOTALS MUST AGREE			
CHECK YOUR TOTALS! THE TOTAL RECORDED ON	LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J.			
IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN TH	E REASON IN THE REMARKS SECTION OF THIS POLL BOOK.			
By signing below: we, the undersigned members of the				
Election Inspectors, certify that all ballots (used and unu- were properly sealed into an approved BALLOT STORA				
We further certify that if the Tabulator Program (Prom P				
the tabulator it was properly sealed in an approved STOR	AGE CONTAINER by affixing seal NO.			
Signature of member who sealed the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM STORAGE CONTAINER	Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage containers.)			
ALL INSPECTORS PRESENT AT THE (Any Inspectors Leaving Prior to the Close of the Polis n	CLOSE OF THE POLLS MUST SIGN BELOW nust make a Notation In the Remarks Section of this Poll Book)			
Chaliperson Phone	Pinne			
X				
Phone	Phone			
	X			
Phone	Phone			
X				
Phone	Phone			
Phone	Phone			

0	PTICAL SCAN S	OPTICAL SCAN STATEMENT OF VOTES
VARD/PRECINCT: JURISDICTION:		DATE OF ELECTION:
DECLARED WRITE-IN CANDIDATE INFORMATION (Enter write-in candidate information and transfer total write-in votes from tally page.)	DRMATION otes from tally page.)	2 BALLOT SUMMARY WE CERTIFY THE FOLLOWING:
DECLARED WRITE-IN CANDIDATES (Please record like offices together)	TOTAL WRITE-IN VOTES	NUMBER OF BALLOTS DELIVERED TO PRECINCT: A. Number of official ballots delivered to precinct: (Do not include absent voter ballots)
Name Office Party		Ending No. (Minus) Starting No.
NameOffice		Ballot () Hamber of absent voter return envelopes received by board:
Name		(Enter "0" if absent voter ballots not processed in precinct) C. Total of lines A and B:
		NUMBER OF BALLOTS AT CLOSE OF POLLS:
Name Office Party		D. Number of ballots tabulated: (Include absent voter ballots if processed in precinct.)
Name		E. Number of absent voter ballot envelopes delivered to Table Tabl
Office Party		F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots for
Name Office Party		valiot was issued and tabulated): allots used by election inspectors for ballot
Name		duplications: H. Number of PROVISIONAL "envelope" ballots issued:
		1. Number of UNUSED BALLOTS (excess ballots): First
Name) (Minus)
		J. Total of Lines D, E, F, G, H and I:
Name Office Party		CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.

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RFD. DETACH AND PLACE IN ENVELOPE NO. 2 TO BOARD OF CANVASSERS

	OPTICAL SCAN STAT	SCAN STATEMENT OF VOTES (continued)
×	WARD/PRECINCT: JURISDICTION:	DATE OF ELECTION:
က	CERTIFICATE OF ELECTION INSPECTORS	4
₹	WE CERTIFY THE FOLLOWING:	certify that all ballots (used and unused) except envelope ballots were properly sealed
7	' AT THE CLOSE OF THE POLLS (Except as noted on the Remarks Page of this Poll Book)	into an approved BALLOT STORAGE CONTAINER by affixing seal no. We further certify that if the Tabulator Program (Prom Pack/Memory Card) has
	The number of voters according to this Poll Book is: (Include absent voter ballots if processed in precinct. Record on cover of poll book.)	been removed from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing seal no.
	The number of ballots tabulated is:	×
	Verified that the number of ballots tabulated equals the number of votors according to this Doll Rock and that no discrenancies	Signature of member who sealed the BALLOT STORAGE (May not represent same political party as member CONTAINER and TABULATOR PROGRAM STORAGE (May not represent same political party as member container).
15	exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.	ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW (Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the Remarks Section of this Poll Book)
4	Approache bac speed Individual is seen in section because India and Leaves in	×
	Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.	Chairperson Phone X
	Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).	Phone
	Verified that any ballots requiring duplication have been accurately	Phone
	duplicated and tabulated.	×
	Verified that all valid write-in votes have been tallied and the totals recorded to the Statements of Votes in this Poll Book.	Phone
		Phone
	Verified that all provisional "envelope" ballots issued, if any, were	×
	envelopes.	Phone
	Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.	WHEN YOU HAVE COMPLETED SECTIONS 1, 2, 3 & 4 OF THE "OPTICAL SCAN STATEMENT OF VOTES", DETACH THE RED AND GREEN STRIPED COPIES FROM THIS POLL BOOK, AFFIX TOTALS TAPE AND ENTER OR ATTACH PROPOSAL LANGUAGE TO APPROPRIATE COPIES AND SEAL IN DESIGNATED ENVELOPES.

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RED. NETACH AND DI ACE IN ENVEI OPE NO 9 TO ROARD OF CANVASSERS



STATE OF MICHIGAN RUTH JOHNSON, SECRETARY OF STATE

DEPARTMENT OF STATE Lansing

May 2011

Establishment and Use of "Receiving Boards"

Michigan election law, MCL 168.679a, provides that the legislative body of a city or township may, by resolution, approve the establishment of one of more "receiving boards" to administer any upcoming election scheduled in the jurisdiction.

When established, receiving boards are responsible for ensuring that 1) all ballot containers delivered to the clerk after the polls close are properly sealed 2) all seal numbers are properly recorded and 3) the number of names entered in the Poll Book balances with the number of ballots counted in the precinct.

The use of receiving boards is strongly encouraged as they provide an effective, low-cost way to promote the "recountability" of precincts in the event a recount is requested after the election. Jurisdictions that employ receiving boards report that the check-in process takes no more than 10 minutes per precinct. (Of course, if corrections are needed, the check-in process may take longer to perform depending on the nature of the issue that must be addressed.)

Appointment Process

If the establishment of one or more receiving boards is approved by the jurisdiction's legislative body, the local election commission must appoint at least two election inspectors to each board. When making the appointments, the election commission must appoint an equal number of election inspectors from each of the two major political parties in the state.

While it is important that those appointed to serve on a receiving board meet all of the precinct inspector eligibility requirements, there is nothing to prevent staff members who work in the clerk's office from serving on a receiving board if deemed convenient and desirable. Precinct inspectors who worked in the polls or in an absent voter counting board throughout the day are also eligible to serve on a receiving board. **NOTE:** As the clerk serves on the board responsible for appointing the election inspectors (city or township election commission) and is required to perform a wide variety of tasks and duties on election night, the clerk *cannot* be appointed to serve on a receiving board.

Delivery of Materials to Receiving Boards

At the close of the polls, two election inspectors representing each of the two major political parties are required to deliver to the appropriate receiving board the precinct's sealed ballot container containing the voted ballots and, in a separate sealed envelope, the Poll Book and Statement of Votes.

Instructional Steps for Receiving Boards

Upon the delivery of the ballot container, Poll Book and Statement of Votes, the receiving board follows the steps outlined below:

1) The receiving board checks to confirm that the election inspectors did <u>not</u> seal the Poll Book or the Statement of Votes in the ballot container.

Corrective actions if needed: If the receiving board members find that the Poll Book or Statement of Votes has been sealed in the ballot container, they direct the election inspectors to open the ballot container to remove the document(s). After removing the documents, they note the actions taken to correct the matter in the remarks section of the Poll Book. The notation must be signed by the election inspectors and the members of the receiving board. After removing the document(s) from the ballot container, they further direct the election inspectors to reseal the ballot container and record the new seal number on the Ballot Container Certificate, in the Poll Book and on the Statement of Votes.

2) The receiving board checks to confirm that the ballot container is <u>properly sealed</u> and that the seal number is <u>accurately recorded</u> on the Ballot Container Certificate, in the Poll Book and on the Statement of Votes.

Corrective actions if needed: If the ballot container is not properly sealed or the seal number is not properly recorded on the Ballot Container Certificate, in the Poll Book or on the Statement of Votes, the receiving board members direct the election inspectors to take the necessary actions to correct the matter. After correcting the matter, the receiving board notes the actions taken in the remarks section of the Poll Book. The notation must be signed by the election inspectors and the members of the receiving board.

3) The receiving board checks to confirm that the <u>number of names</u> entered in the Poll Book <u>balances</u> with the <u>number of ballots</u> counted in the precinct as shown on the precinct's tabulator tape and recorded on the Statement of Votes.

Corrective actions if needed: If a ballot balance discrepancy is found that is not explained in the Poll Book (e.g., provisional "envelope" ballots, empty absent voter ballot return envelopes, etc.), the receiving board members question the election inspectors on the discrepancy. After questioning the election inspectors, the receiving board notes the explanation – or the election inspectors' inability to provide an explanation – in the remarks section of the Poll Book. The notation must be signed by the election inspectors and the members of the receiving board. NOTE: When performing this check, the receiving board does <u>not</u> have the authority to count, retabulate or handle the ballots secured in the ballot container.

4) After completing the above checks, the receiving board replaces the Poll Book and Statement of Votes in the delivery envelope, seals the envelope with a red paper seal and initials the seal.

Option: If permitted by the clerk of the board of canvassers responsible for canvassing the election, the receiving board may include the Poll Books and Statement of Votes for multiple precincts in a single delivery envelope.

Checklist Available

A "checklist" is available to assist with the administration of receiving boards. The use of the checklist is strongly encouraged to ensure that the various checks that must be performed are properly and efficiently handled.

Receiving Board Checklist

1	Jurisdiction	Precinct #			
Docu	<u>Documents</u>				
	Check to confirm that the election inspector Votes in the ballot container.	ors did <u>not</u> seal the Poll Book or the Statement of			
the do	Corrective actions if needed: If the receiving board finds that the Poll Book or Statement of Votes has been sealed in the ballot container, direct the election inspectors to open the ballot container to remove the document(s). Note the actions taken to correct the matter in the remarks section of the Poll Book. The notation must be signed by the election inspectors and the members of the receiving board. After removing the document(s) from the ballot container, direct the election inspectors to reseal the ballot container and record the new seal number on the Ballot Container Certificate, in the Poll Book and on the Statement of Votes.				
Seals	-				
	accurately recorded on the Ballot Container Statement of Votes.	is <u>properly sealed</u> and that the seal number is er Certificate, in the Poll Book and on the			
neces in the	erly recorded on the Ballot Container Certificate sary actions to correct the discrepancy. Note the	ontainer is not properly sealed or the seal number is not, in the Poll Book or on the Statement of Votes, take the e discrepancy and the actions taken to correct the matter in must be signed by the election inspectors and the			
Poll Book/Statement of Votes balance					
		es entered in the Poll Book <u>balances</u> with the as shown on the precinct's tabulator tape and			
electi the el notati perfor	Book (e.g., provisional "envelope" ballots, empt on inspectors on the discrepancy. After questio ection inspectors' inability to provide an explan- ion must be signed by the election inspectors an	ance discrepancy is found that is not explained in the y absent voter ballot return envelopes, etc.), question the ning the election inspectors, note the explanation – or ation – in the remarks section of the Poll Book. The d the members of the receiving board. NOTE: When have the authority to count, retabulate or handle the			
Rese	aling Poll Book/Statement of Votes				
	After completing the above checks, replace delivery envelope, seal the envelope with a	e the Poll Book and Statement of Votes in the red paper seal and initial the seal.			
the Po		d of canvassers responsible for canvassing the election, recincts may be included in a single delivery envelope.			

ADDENDUM BALLOT SUMMARY

Held On, 20	in theward/Precinct
City/Twp. of	
School District of	School District
County of	, State of Michigan
BALL	OT SUMMARY
NUMBER OF BALLOTS DELIVERED TO PRECINCT:	NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:
A. Number of official ballots delivered to precinct: (Do not include absent voter ballots) (D. Number of ballots tabulated: E. Number of ballots reissued to voters who spoiled their ballot: (Spoiled or defective ballots for which a new ballot was issued and tabulated) F. Number of ballots which were used by
Number of absent voter return envelopes received by board: (Enter 10" if absent voter ballots not processed in precinct)	election inspectors for duplications: G. Number of provisional "envelope" ballots issued: H. Number of ballots which were not issued: (
C. Total of Lines A & B:	Number of absent voter return envelopes received which did not contain a ballot: (Enter "0" if absent voter ballots not processed in precinct) Total of Linco D. F. C. C. H. and Linco D. E. C. C. H. and Linco D. C. C. Linco D. C. C. Linco D. C. C. Linco D. E. C. C. H. and Linco D. E. C. C. H. and Linco D. C. C. Linco D. E. C. C. H. and Linco D. E. C. C. H. and Linco D. C. C. Linco D. C. Linco D. C. C. Linco D. C. L
<u>t</u>	J. Total of Lines D, E, F, G, H and I: THESE TOTALS MUST AGREE
IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN	N LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. N THE REASON IN THE REMARKS SECTION OF POLL BOOK.
UPON COMPLETION, INSERT THIS ADDENDL	JM BALLOT SUMMARY INTO BACK OF POLL BOOK.

CERTIFICATE OF ELECTION INSPECTORS

WE CERTIFY THE FOLLOWING:	D. C. B. A. LEAST DUBBLISH							
AT THE CLOSE OF THE POLLS (Except as noted on the Remarks Page of this Poll Book) The number of voters according to this Poll Book is (include absent voter ballots if processed in precinct):								
The number of voters according to this Poli Book is (include The number of ballots tabulated is:								
	Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist							
between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.								
Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.								
 Listed the challenged voters, if any, in this Poll Book and pr Verified that all valid absent voter ballots have been tabulat 								
	Verified that any ballots requiring duplication have been accurately duplicated and tabulated.							
-	e totals recorded to the Statements of Votes in this Poll Book.							
_	were properly recorded, identified and sealed in provisional ballot							
security envelopes.								
Verified that the tabulator statement of votes tape and prop	osal language are attached to the appropriate copies.							
BALLO	OT SUMMARY							
NUMBER OF BALLOTS DELIVERED TO PRECINCT:	NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:							
A. Number of official ballots delivered to precinct: (Do not include absent voter ballots)	Number of ballots tabulated (include absent voter ballots if processed in precinct):							
minus	E. Number of absent voter ballot envelopes delivered							
a	to precinct which did not contain a ballot:							
minus	F. Number of ballots reissued to voters who spoiled							
b + 1 = Ending No. Starting No.	their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated):							
	G. Number of ballots issued by election inspectors for							
	ballot duplications:							
	H. Number of PROVISIONAL "envelope" ballots issued:							
	Number of UNUSED BALLOTS (excess ballots):							
	a minus +1 =							
B. Number of absent voter ballot return envelopes	b +1 =							
delivered to precinct for processing: (Enter "0" if absent voter ballots not	Ending No. Starting No.							
processed in precinct)	<u> </u>							
C. Total of Lines A & B:	J. Total of Lines D, E, F, G, H and I:							
<u> </u>	<u> </u>							
	THESE TOTALS MUST AGREE							
CHECK YOUR TOTALS! THE TOTAL RECORDED O	N LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J.							
	THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.							
	D							
By signing below: we, the undersigned members of the								
Election Inspectors, certify that all ballots (used and unus- were properly sealed into an approved BALLOT STORAGE								
were properly sealed into an approved ballot Storage	CONTAINER by anixing sear							
☐We further certify that if the Tabulator Program (Prom P	ack/Card) has been removed from							
the tabulator it was properly sealed in an approved STORA	GE CONTAINER by affixing seal No.							
X	X							
Signature of member who sealed the BALLOT STORAGE CONTAINER	Signature of member who verified these sealings.							
and TABULATOR PROGRAM STORAGE CONTAINER	(May not represent same political party as member who sealed both storage containers).							
ALL INCRECTORS RESENT AT THE	E CLOSE OF THE POLLS MUST SIGN BELOW							
(Any Inspectors Leaving Prior to the Close of the Polls	must make a Notation in the REMARKS Section of this Poll Book)							
Chairperson Phone	Chairperson Phone							
X	X							
	Phone							
Phone	X							
X								
Phone	Phone							

CERTIFICATE OF ELECTION INSPECTORS

	AT THE CLOSE OF THE POLLS (Except as noted on the Rem. The number of voters according to this Poll Book is (include abser The number of ballots tabulated is: Verified that the number of ballots tabulated equals the number of between the Poll Book and Applications to Vote. If they do not as Listed the challenged voters, if any, in this Poll Book and propert Verified that all valid absent voter ballots have been tabulated (if Verified that any ballots requiring duplication have been accurate Verified that all valid write-in votes have been tallied and the tota Verified that all provisional "envelope" ballots issued, if any, were security envelopes. Verified that the tabulator statement of votes tape and proposal I BALLOT'S JMBER OF BALLOTS DELIVERED TO PRECINCT: Number of official ballots delivered to precinct: (Do not include absent voter ballots)	of voters according to this Poll Book and that no discrepancies exist gree, make a notation in the Remarks Section of this Poll Book. By identified the challenged ballots. absent voter ballots processed in precinct). Bely duplicated and tabulated. But recorded to the Statements of Votes in this Poll Book. But properly recorded, identified and sealed in provisional ballot belanguage are attached to the appropriate copies.
	a. Ending No. Starting No. + 1 =	Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: Number of ballots reissued to voters who spoiled
	b + 1 =	their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated):
	c	G. Number of ballots issued by election inspectors for ballot duplications:
		H. Number of PROVISIONAL "envelope" ballots issued:
		I. Number of UNUSED BALLOTS (excess ballots):
В.	Number of absent voter ballot return envelopes delivered to precinct for processing: (Enter "0" if absent voter ballots not processed in precinct)	a
c.	Total of Lines A & B:	J. Total of Lines D, E, F, G, H and I: =
	DUTCH VOLUME TOTAL OF TOTAL DESCRIPTION OF THE	THESE TOTALS MUST AGREE
	CHECK YOUR TOTALS! THE TOTAL RECORDED ON LIN IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE I	REASON IN THE REMARKS SECTION OF THIS POLL BOOK.
	By signing below: we, the undersigned members of the Boar Election Inspectors, certify that all ballots (used and unused) ewere properly sealed into an approved BALLOT STORAGE CON We further certify that if the Tabulator Program (Prom Pack/Cithe tabulator it was properly sealed in an approved STORAGE C	xcept envelope ballots ITAINER by affixing seal Card) has been removed from
>	<	X
Sign	TABULATOR PROGRAM STORAGE CONTAINER	Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage
	ALL INSPECTORS PRESENT AT THE CLO (Any Inspectors Leaving Prior to the Close of the Polls must	containers). OSE OF THE POLLS MUST SIGN BELOW t make a Notation in the REMARKS Section of this Poll Book)
	nairperson Phone	Chairperson Phone
>	Phone	Y
5	Phone	X

TOTAL BALLOTS CAST: _

ADDENDUM

OPTICAL SCAN POLL BOOK

- FOR THE -

	Regular or Special		ELEC	HON
Held On	, 20	in the		
Month and Date	Year		Ward/Precinct	
City/Twp. of	en e	City or Township	1	
School District of				_
		School District	\$	·····,
County of		: 	State of Mich	nigan
i di Karangaran Kabupatèn Kabupatèn Kabupatèn Kabupatèn Kabupatèn Kabupatèn Kabupatèn Kabupatèn Kabupatèn Kabu	County	•		_

ELECTION INSPECTOR INFORMATION

- Record any comments or clarifications in the Remarks Section in the back of this Addendum Poll Book.
- Record write-in votes in the Write-In Section in the back of this Addendum Poll Book.
- Complete the Ballot Summary Section located in the back of this Addendum Poll Book.
- Return this Addendum Poll Book in Envelope No.1 to the County Clerk at the close of the polls.

LIST OF VOTERS

NO. OF VOTER	NAME OF VOTER	Mark A.V. If Voted By Absent Voter	BALLOT NUMBER	REMARKS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15			·	
16			,	
17			a again the translation of grant program	
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19				1 4
20				
21				
22				÷
23				
24				
25				
26				
27				
28				
29				
30		<u> </u>		

_____ TOTAL OF VOTERS ON THIS PAGE

<u> </u>	WRITE	IN SE	CTI	ON								
CANDIDATE'S NAME	OFFICE	5	10	15	20	25	30	35	40	45	50	TOTALS
		_				_						
											·	
				-					-			-
			<u> </u>	<u> </u>	ļ					_		
									ļ	<u> </u>	<u> </u>	
										<u> </u>		
ME	REMAR	KS S	ECT	ION								
This Area may b	e used for Recording any Specia	al Proceed	lings at	the Ele	ection a	s may b	e deen	ned imp	ortant.			
·												
				· · · · · · · · · · · · · · · · · · ·						**		
	V											

	A MARKET MET AND A STATE OF THE							eriyaan			A	and the second of the second o
						·						
										2+		
BALLOT SUMMARY FOR TH	E SCHOOL DISTRI	CT O	F				····					
JMBER OF BALLOTS DELIVERED	TO PRECINCT:	. 1	NUME	BER (OF B	ALLO	TS A	THE	CLC	SE C)F TH	E POLLS:
Number of official ballots delivered	l to	ı	D. Ni	umbe	r of b	allots	tabula	ated:		j.	-	······································
precinct: (Do not include absent voter ballot		E	E. Nu	umbe	r of ba	allots	reissı	ued to	vote	rs wh	0	
(Ending No.) (Starting No.)) + 1 =		sp for	oiled which	their a new b	ballot allot wa	: (Spo is issue	iled or o	defectiv abulate	e ballot d)	s .	<u> </u>
(Chaing 110.)		ı	F. N	umbe	r of b	allots	which	were	e use	d by		
			el	ectior	insp	ectors	for c	luplica	ations	:	-	
Number of absent voter return env		(G. Number of provisional "envelope" ballots issued:									
received by board: (Enter "0" if absent v not processed in precinct)	oter ballots		H. N	umbe	r of b	allots	which	n were	e not	issue	d:	
·			(_	(Endir	ng No.)		(St	arting N		+ 1 =		
			1. N	umbe	•	bsent	•	•		elope	98	
					d whi	ch die	d not	conta	in a b	allot:		
			re	eceive nter "0"				not prod			nct)	
			re (E	nter "0"	if abse	nt voter	ballots	·	cessed	in precii	nct)	
Total of Lines A & B:			re (E		if abse	nt voter	ballots	·	cessed	in precii	nct)	· · · · · · · · · · · · · · · · · · ·

ABSENT VOTER COUNTING BOARD AFFIDAVIT

State of Michigan	
County of	
City, Township or School District of	Counting Board Precinct No.
	roter counting board after the processing of ballots has begun shall all not leave the counting place after the tallying has begun until the
the processing or tallying of votes the polls are closed.	shall not communicate in any way any information relative to at may come to me while in this counting place until after the RES OF PERSONS TAKING OATH:
X	X
X	
X	
X	X
X	
X	
Taken, subscribed and sworn to before	me thisday of
20	V
	Signature of Chairperson or Member of Counting Board Administering Oath

NOTE: Only the local election official who established the absent voter counting board, the deputy or employee of that local official, or an employee of the State Bureau of Elections may enter and leave the counting board for the purpose of responding to an inquiry from an election inspector or a challenger to provide instructions on the operation of the counting board after the tally has begun but before the polls close.

WARNING: A person who enters an absent voter counting board and who discloses an election result or in any manner characterizes how any ballot being counted has been voted in a precinct before the polls can be legally closed on election day is guilty of a felony.

INSPECTOR: Please return this form in Local Clerk Envelope.

OPTICAL SCAN ABSENT VOTER POLL BOOK

- FOR THE -

	ELECTION
Primary, General, Annual, Special or School	-
Held On,, Year	
Month and Date Year	
In the Absent Voter Counting Board No.	
Of the	
City, Township, Village or School District	
County of	, State of Michigan

NO PERSON IN ATTENDANCE AT THE ABSENT VOTER COUNTING BOARD SHALL LEAVE AFTER THE TALLYING HAS BEGUN AND BEFORE THE POLLS CLOSE.

ELECTION INSPECTOR INFORMATION

- All inspectors must take and subscribe to the Oath of Office in the front of this Poll Book prior to assuming any duties as an inspector.
- All inspectors must complete and sign the Election Inspectors' Preparation Certificate in the front of this Poll Book.
- Record any comments or clarifications on the Remarks Page in this Poll Book.
- Record write-in votes in the Write-In Section located in the back of this Poll Book. Do not record write-in votes cast for precinct delegate candidates at the August Primary in this Poll Book. Write-in votes cast for precinct delegate candidates are recorded in the precinct delegate statement.
- All inspectors must complete and sign the Certificate of Election Inspectors in the back of this Poll Book when completing the precinct's records after the polls close.
- Two (2) inspectors must initial all red paper seals used to seal envelopes.
- Two (2) inspectors must attest to the sealing of the ballots in an approved storage container after the close of the polls.
- Two (2) inspectors must attest to the sealing of the program in an approved container after the close of the polls.

RETURN COMPLETED POLL BOOK IN MANILLA ENVELOPE TO COUNTY CLERK

OPTICAL SCAN CLERK'S PREPARATION CERTIFICATE

Tabulator Serial No.			Tabulator Seal No.	
certify that the above p he completion of the to above.	recinct tabulator has est the program was	been properly prepar inserted into the tab	ed and tested for this election i ulator and sealed with a seal I	n accordance with law, and, that at bearing the seal number recorded
Ward / Precinct No.	Signature of Clerk of	or Authorized Assistant		Date
WE CERTIFY BY S The oath of office w Verified that the ser the same as the se	IGNING BELOW THATA TABLE	AT THE FOLLOWING and signed by all electric and the second on the Cleudator were completed ulator were completed.	tion inspectors present. ne number on the seal used to ork's Preparation Certificate abo I and the equipment was found	THE OPENING OF THE POLLS. secure the Precinct Tabulator was
precinct instruction	ballot, and the zero	tape generated from	the precinct tabulator. TORS OF ELECTION	
I Do Soleman of this State, and the on Tuesday the affirm) that I shall no	nly Swear (or affirm at I will faithfully dis day of ot communicate in a	n) that I will support charge the duties of	the Office of Precinct Board (, according to the beson relative to the processing or	ed States, and the Constitution Chairperson at the Election held at of my ability. I further swear (or r tallying of votes that may come
Taken, subscribed a	nd sworn to before r	me this \underline{X}	Signature of Signature of Person	Chairperson Administering Oath
COUNTY OF	that I will faithfully day of communicate in a	n) that I will support discharge the duties	SS. the Constitution of the Unit of the Office of Inspector o according to the beson relative to the processing o	ed States, and the Constitution of Elections at the Election held of of my ability. I further swear (or or tallying of votes that may come
X X X X	Signatures of P		and Certifying Preparation C X X X X X	
X X X X			X X X X	
X X X	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		X Signature of Pe	erson Administering Oath

JURISDICTION:		WARD #:	PRECINCT #:
CERT	IFICATE OF ELE	CTION INSPECT	ORS
WE CERTIFY TO THE FOLL			
AT THE CLOSE OF THE POLL	S (Except as noted on the Remar	ks Page of this Poll book)	
Checked the serial number(s) o	f the ballot(s) issued to each v	oter against the serial number	(s) of the ballot(s) received
each voter. Removed, from each ballot, the	detachable stub which hears	the ballot serial number	
Recorded all challenges, if any,	and properly identified any ch	allenged ballots.	
Counted and recorded all valid		· ·	
Accurately duplicated the ballot			
Tabulated all valid ballots, inclu	***************************************		
	BALLOT S		
NUMBER OF BALLOTS DELIVERED TO PRECINCT:		OF BALLOTS AT THE CLOSE mber of absent voter ballot retu	
A. The number of voters		niber of absent voter ballot retu bes received by Board:	1111
who were issued absent	C. The nur	mber of INVALID absent voter b	
voter ballots (according to this Poll Book):	return e	envelopes that clerk did not del d (according to this Poll Book)	iver
A =	D. The nur	mber of voters who did not retu	ırn their absent
	voter ba	allots to clerk (according to this	s Poll Book):
A Total (from about)		Alinaa P. Cand D	_
A. Total (from above) =	E. IOIAI C	of Lines B, C and D	
	A DECORPS ON LU	THESE TOTALS MUST AGREE	
CHECK YOUR TOTALS! T IF THESE TOTALS DO NOT AC	REE, PLEASE EXPLAIN THE	REASON IN THE REMARKS SE	CTION OF THIS POLL BOX
By signing below: we, the und	dersigned members of the B	oard of	
Election Inspectors, certify th	at all ballots (used and unuse	d) except envelope ballots	NO
were properly sealed into an	approved BALLOT STORAGE	CONTAINER by affixing sea	NO.
П			
We further certify that if the Tab	ulator Program (Memory Card	/PROM Pack) has been remove	d No
We further certify that if the Tab from the tabulator it was properl	ulator Program (Memory Card y sealed in an approved STOR	/PROM Pack) has been remove AGE CONTAINER by affixing se	d NO.
from the tabulator it was properl	ulator Program (Memory Card y sealed in an approved STOR	AGE CONTAINER by affixing sea	d al NO.
from the tabulator it was properl	y sealed in an approved STOR	AGE CONTAINER by affixing sea	al [NO.
from the tabulator it was properl X Signature of member who sealed the E	y sealed in an approved STOR. BALLOT STORAGE CONTAINER	AGE CONTAINER by affixing sea	al [NO.
from the tabulator it was properl X Signature of member who sealed the E and TABULATOR PROGRAM STORAGI	y sealed in an approved STOR, BALLOT STORAGE CONTAINER E CONTAINER E CTORS PRESENT AT THE C	X Signature of member who veril same political party as member who islands of the political party as members are political party and party as members are political party and party and party as me	ied these sealings. (May not repsealed both storage containers.)
from the tabulator it was properl X Signature of member who sealed the E and TABULATOR PROGRAM STORAGI ALL INSP (Any Inspectors Leaving Price)	y sealed in an approved STOR, SALLOT STORAGE CONTAINER E CONTAINER PECTORS PRESENT AT THE Cort to the Close of the Polls must	AGE CONTAINER by affixing sea X Signature of member who veril same political party as member who	ied these sealings. (May not repsealed both storage containers.) IGN BELOW ARKS Section of this Poll B
from the tabulator it was properl X Signature of member who sealed the E and TABULATOR PROGRAM STORAGI ALL INSP (Any Inspectors Leaving Price Chairperson	y sealed in an approved STOR, BALLOT STORAGE CONTAINER E CONTAINER E CTORS PRESENT AT THE C	Signature of member who verificate political party as member who ist cost of the Polls MUST Set make a Notation in the REMA	ied these sealings. (May not repsealed both storage containers.)
from the tabulator it was properl X Signature of member who sealed the E and TABULATOR PROGRAM STORAGI ALL INSP (Any Inspectors Leaving Prior Chairperson X	y sealed in an approved STOR, SALLOT STORAGE CONTAINER E CONTAINER PECTORS PRESENT AT THE Cort to the Close of the Polls must	Signature of member who verification political party as member who the close of the Polls MUST Set make a Notation in the REMAX	ied these sealings. (May not repsealed both storage containers.) IGN BELOW ARKS Section of this Poll B
from the tabulator it was properl X Signature of member who sealed the E and TABULATOR PROGRAM STORAGI ALL INSP (Any Inspectors Leaving Price Chairperson X	y sealed in an approved STOR. BALLOT STORAGE CONTAINER E CONTAINER PECTORS PRESENT AT THE Cort to the Close of the Polls must be provided by the Polls must	Signature of member who verification political party as member who the close of the Polls MUST Set make a Notation in the REMAX	ried these sealings. (May not repsealed both storage containers.) IGN BELOW ARKS Section of this Poll B Phone Phone
from the tabulator it was properl X Signature of member who sealed the E and TABULATOR PROGRAM STORAGI ALL INSP (Any Inspectors Leaving Price Chairperson X	y sealed in an approved STOR. BALLOT STORAGE CONTAINER E CONTAINER PECTORS PRESENT AT THE Cort to the Close of the Polls must be provided by the Polls must	X Signature of member who veril same political party as member who to store the control of the c	ied these sealings. (May not repsealed both storage containers.) IGN BELOW ARKS Section of this Poll B
from the tabulator it was properl X Signature of member who sealed the E and TABULATOR PROGRAM STORAGI ALL INSP (Any Inspectors Leaving Price Chairperson X	SALLOT STORAGE CONTAINER E CONTAINER E CONTAINER PECTORS PRESENT AT THE Cor to the Close of the Polls must phone Phone Phone	X Signature of member who veril same political party as member who total control to the control	ried these sealings. (May not repsealed both storage containers.) IGN BELOW ARKS Section of this Poll B Phone Phone
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PLACE IN WHITE ENVELOPE TO LOCAL CLERK

PRECINCT DELEGATE WRITE-IN CANDIDATE DECLARATION OF INTENT

(NAME	OF CITY OR TOWN:	SHIP)

As a write-in candidate for a precinct delegate position, you must file this form with the clerk of your city or township of residence no later than 4:00 p.m. on the first Friday immediately preceding the August primary. As an alternative, you may file this form with your board of election inspectors on the day of the August primary any time prior to the close of the polls.

Name				
(Pr	int or Type)			
Residence Address (Street Address)		(Post Office)		(Zip Code)
☐ City or ☐ Township of				
am registered and qualified to vote at this address: \square Yes	□ No	Birth Date	/	/
Home Phone ()	Business P	hone ()		
DATE OF PRIMARY:/				
OFFICE SOUGHT: Precinct Delegate.				
Precinct No.				
Political Party				
SIGNATURE OF WRITE-IN CANDIDATE:		otary		
before me on theday of,		lic, State of Michigan, (
day of,				
Signature of notary public	_ Acting in th	e County of	•	
Signature of notary public	Acting in th	e county of	<u> </u>	
Signature of notary public	CE USE ONLY	E OF FILING		

Revised 02/2007

DELEGATES ELECTED TO COUNTY CONVENTION

- AT THE -

PRIMARY ELECTION

- HELD ON -

TUESDAY, AUGUST 8, 2006

In the	of the City / Township of	
(Ward/Precin	ct) (Circle One)	(Name of City or Township)
County of	we constitute the second	en e

STATE OF MICHIGAN

ELECTION INSPECTOR INFORMATION

- Instructions for filling out this booklet begin on Page 1.
- Tally all write-in votes for declared delegate candidates in this booklet.
- Be sure that the "Certificate of Election Inspectors" on back is completed and signed by all inspectors.
- Place in envelope #1 to County Clerk marked "List of Delegates Elected".

MED)

INSTRUCTIONS TO ELECTION INSPECTORS

ENTER INFORMATION FOR REPUBLICAN PARTY DELEGATE CANDIDATES ON PAGE 2 ENTER INFORMATION FOR DEMOCRATIC PARTY DELEGATE CANDIDATES ON PAGE 3

- 1. Complete the blanks on the front cover and in the headings on pages 2 and 3. PRINT THE NAME AND REGISTERED ADDRESS of each delegate candidate appearing on the ballot in column 1 on page 2 for Republican Party candidates and page 3 for Democratic Party candidates. (This step may have already been completed by the clerk.)
- 2. Tally the WRITE-IN votes received by each declared write-in delegate candidate and record the totals in area "A" on page 4 for Republican Party candidates and area "B" on page 4 for Democratic Party candidates. (If no write-in votes were cast for any candidate for delegate, write "NONE" across area "A" and "B" on page 4.)

(NOTE: When tallying write-in votes enter each name as recorded by the voter. Example: William Baker - 3 votes, Bill Baker - 2 votes, Baker - 1 vote. When determining the total number of write-in votes received, all votes cast for the same candidate are combined, i.e. William Baker - 6 votes.)

List the name and registered address of each declared candidate receiving write-in votes for delegate in column 1 on pages 2 and 3. (If a candidate is not found in the registration records, list only the candidate's name.) Transfer the total number of write-in votes received by each declared write-in candidate to column 2 on pages 2 and 3.

- 3. From the statement of votes tape, record the total number of votes received in column 2 on pages 2 and 3.
- 4. Indicate whether each candidate is REGISTERED IN YOUR PRECINCT by placing "Yes" or "No" in column 3 on pages 2 and 3. This step must be completed for both write-in candidates and candidates appearing on the ballot.
- 5. DETERMINE WHO WAS ELECTED and place a check mark in column 4 on pages 2 and 3.
 - The number to be elected in your precinct for each party is listed at the top of pages 2 and 3. (This number also appears on the ballot.)
 - Place a check mark in column 4 for each candidate who received the highest number of votes up to the number of candidates to be elected. (If two or more candidates are tied for a delegate position, place a check mark and the words "TIE VOTE" in column 4 beside each of the tied candidates.)
 - REMEMBER: To be elected, the candidate must be registered to vote in this
 precinct. (A minimum number of votes is not required.)
- 6. Complete and sign the "Certificate of Election Inspectors" on back. Place this booklet in Envelope #1 to County Clerk marked "List of Delegates Elected".

CITY / TOWNSHIP OF: (Circle One)	WARD / PRECINCT #:
	REPUBLICAN PARTY

NUMBER OF DELEGATES TO BE ELECTED: _____

	(2)	10 m	(4)
Print each Candidate's Name and Registered Address	Total Votes Received	Registered in Precinct? ("Yes" or "No")	Place a Check Mark (🗸) in Column If Elected
Name:			
Name: Reg. Address:			
Name:			
Name)			
Name:			
Reg. Address:			
Reg. Address:			
Reg. Address: Name:			
Reg. Address:			
Reg. Address:			
Name: Reg. Address:			
Name: Reg. Address: 15%			
Name: Reg. Address:			
Name: Reg. Address:			
Name:			
Name:			
Name:			
Reg. Address: Name:			
Reg. Address; Name:			
Reg. Address: Name:			
Reg. Address:			
Reg. Address:			

CITY / TOWNSHIP OF:	WARD / PRECINCT #:
(Circle One)	
	DEMOCRATIC PARTY

NUMBER OF DELEGATES TO BE ELECTED: ___

(1)	(2)	(3)	(4)
Print each Candidate's Name and Registered Address	Total Votes Received	Registered in Precinct? ("Yes" or "No")	Place a Check Mark (✓) in Column if Elected
Name:			
Reg. Address:			<u> </u>
Name:			
Reg. Address:			
Name:			
Reg. Address:			
Name:			
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Name:			
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Name:			
Reg. Address:			

REPUBLICAN PARTY WRITE-IN TALLY (CANDIDATE'S NAME PLACED ON BALLOT BY VOTER)

NAME		WRITE-IN	TALLY	TOTAL WRITE-IN VOT	ES
	-				***
		ARE			

DEMOCRATIC PARTY WRITE-IN TALLY

(CANDIDATE'S NAME PLACED ON BALLOT BY VOTER)

NAME	WRITE-	IN TALLY	TOTAL WRITE-IN VOTES

CERTIFICATE OF ELECTION INSPECTORS

STATE OF MICHIGAN		
County of:		-
City / Township of:		·
Ward / Precinct #:		-
Convention on the Repu	blican and Democratic Pa	nent and return of the votes cast for Delegate to the County orty tickets. The candidates receiving sufficient votes are so of by the undersigned Board of Election Inspectors.
X Chairperson	Phone	X Phone
v		X
<u>X</u>	Phone	Phone
<u>X</u>		X
	Phone	Phone
Χ	Phone	Phone
X		
X	Phone	Phone
		BOARD OF ELECTION INSPECTORS
	.	Signed thisday of August, 2006

PLACE THIS **BOOKLET** IN **ENVELOPE** #1 TO COUNTY CLERK MARKED "LIST OF DELEGATES ELECTED." (INCLUDE COPIES OF ANY "PRECINCT DELEGATE WRITE-IN CANDIDATE DECLARATION OF INTENT" FORMS WHICH WERE FILED IN PRECINCT.)



The Challenge Process: Questions and Answers

When is it permissible for a challenger to challenge a voter?

- A challenger has the right to challenge a voter if the challenger has good reason to believe that a person who offers to vote 1) is not a true resident of the city or township 2) has not yet attained 18 years of age 3) is not a United States citizen or 4) did not register to vote on or before the "close of registration" for the election at hand.
- A challenger has the right to challenge any voter issued an absentee ballot who appears at the polls to vote on election day claiming that he or she never received the absentee ballot, lost the absentee ballot or destroyed the absentee ballot.
- A challenger has the right to challenge a voter in any instance where the precinct board fails to prepare a "challenged ballot" for a voter when required.

If a challenger challenges a voter because he or she has "good reason to believe" that the voter is not fully qualified to vote in the precinct, is the challenger required to show any documentation to support the challenge?

While the challenge must be based on information obtained by the challenger through a reliable source or means, the challenger is <u>not</u> required to show any documentation to support such a challenge.

What constitutes "good reason to believe" that a voter is not qualified to vote in the precinct?

Generally, such challenges are based on research conducted in advance of the election by the challenger or the organization the challenger represents. In other cases, the voter may make a statement regarding his or her age, residency status, registration date or citizenship status when offering to vote that gives the challenger "good reason to believe" that the voter is not qualified to vote in the precinct.

In an instance where a challenger has "good reason to believe" that a voter is not qualified to vote in the precinct, how is the challenge handled?

Such a challenge must be directed to the chairperson of the precinct board. After the challenge is issued, the chairperson of the precinct board or an election inspector designated by the chairperson is responsible for supervising the challenge to make sure that it is conducted promptly and courteously. The challenge proceeds as follows:

- 1) After the challenge is made, the challenged person takes the oath printed below. The oath is administered by the chairperson of the precinct board or a designated election inspector.
 - "I swear (or affirm) that I will truly answer all questions put to me concerning my qualifications as a voter."
- 2) After the oath has been administered, the precinct chairperson or a designated election inspector may question the challenged voter. Election law stipulates that the questions be confined to the person's qualifications as a voter (citizenship, age, residency and date of registration).
- 3) A challenged voter is permitted to vote a specially prepared "challenged ballot" if the answers given under oath prove that he or she is qualified to vote in the precinct. A challenged voter may *not* vote if he or she refuses to take the oath, refuses to answer appropriate questions under oath or is found to be not qualified to vote through the answers given under oath.
- 4) A complete record of the challenge must be entered on the "CHALLENGED VOTERS" page in the Poll Book. The record must include the name of the person making the challenge; the time of the challenge; the name, address and telephone number of the person challenged; and any other pertinent information.

How is the challenge handled in an instance where a voter issued an absentee ballot claims that he or she never received the absentee ballot, lost the absentee ballot or destroyed the absentee ballot?

If such a challenge is issued, the precinct inspector handling the challenge permits the voter to vote a specially prepared "challenged ballot" and enters a complete record of the challenge on the "CHALLENGED VOTERS" page in the Poll Book; the questioning of the voter is not required. (Note: A voter issued an absentee ballot who appears at the polls to vote on election day claiming that he or she never received an absentee ballot, lost his or her absentee ballot or destroyed his or her absentee ballot is required to sign an affidavit to that effect before voting in person. This requirement applies regardless of whether the voter is challenged.)

How is the challenge handled in an instance where the precinct board fails to prepare a "challenged ballot" for a voter when required?

If a challenger has reason to believe that the precinct board is not preparing a ballot as a "challenged ballot" when required, the challenger directs the challenge to the precinct chairperson. If the chairperson rejects the challenge, the challenger has the right to contact the election official in charge of the election to resolve the matter at issue. The election inspectors must enter a complete record of the challenge in the Poll Book.

When is a precinct board required to prepare a "challenged ballot" for a voter?

A precinct board is required to prepare a "challenged ballot" for a voter under the following circumstances:

- A voter challenged for any of the reasons described above is required to vote a ballot prepared as a "challenged ballot."
- A voter who refuses to enter his or her birthdate on the Application to Vote form is required to vote a ballot prepared as a "challenged ballot."
- A voter who enters a birthdate on the Application to Vote form which does not correspond to the birthdate recorded for the voter on the precinct's QVF list is required to vote a ballot prepared as a "challenged ballot."
- A voter who is issued a "provisional ballot' is required to vote a ballot prepared as a "challenged ballot." (In such an instance, the ballot issued to the voter must be prepared as a "challenged ballot" regardless of whether the ballot will be tabulated in the polls or preserved as an "envelope ballot" and held for evaluation after the election.)
- An absent voter ballot must be prepared as a "challenged ballot" if the ballot stub is missing
 or the ballot serial number does not match the ballot serial number recorded for the absentee
 voter.

When a ballot must be prepared as a "challenged ballot," what steps are followed?

The election inspector handling the challenge writes the number appearing on the voter's ballot in pencil on the back of the ballot. After the ballot number is recorded in pencil on the ballot, the number is concealed with tape and/or slip of paper as directed by the election official administering the election.

If the voter is present in the polls, the election inspector issues the specially prepared ballot to the voter. The voter then votes the ballot in a voting station. After the voter has voted the ballot, the ballot is deposited in the tabulator under routine procedure.

If an absent voter ballot is involved, the election inspector deposits the specially prepared ballot in the tabulator under routine procedure.

A challenged ballot cannot be retrieved for examination after the election without an appropriate court order.





THE APPOINTMENT, RIGHTS AND DUTIES OF ELECTION CHALLENGERS AND POLL WATCHERS

Michigan Department of State Bureau of Elections September, 2008

www.Michigan.gov/sos

ED-2 (9/2008)

The Appointment, Rights and Duties of Election Challengers and Poll Watchers

The law allows "election challengers" and "poll watchers" to monitor the election process as a safeguard against election fraud. Challengers, appointed by political parties and qualified groups and organizations, enjoy special rights and privileges. While poll watchers are not extended the same rights and privileges, there is no appointment process associated with the placement of poll watchers in the polls or on absent voter counting boards.

This publication is a summary of the laws and rulings which govern election challengers and poll watchers; it is not intended as a complete interpretation of the law. Questions may be directed to the Michigan Department of State, Bureau of Elections, P.O. Box 20126, Lansing, Michigan 48901. Phone: (517) 373-2540. E-mail: <Elections@Michigan.gov>. Fax: (517) 373-0941.

ELECTION CHALLENGERS

Election challengers may be appointed by:

- A state-recognized political party.
- An incorporated organization.
- An organized group of citizens interested in the adoption or defeat of a proposal on the ballot.
- An organized group of citizens interested in preserving the purity of elections and in guarding against the abuse of the elective franchise.

It merits note that a candidate does *not* have the authority to appoint challengers. Similarly, a Candidate Committee registered under Michigan's Campaign Finance Act or any other type of organization expressly formed to support or oppose a candidate does *not* have the authority to appoint challengers.

Election challengers have the right to:

- Observe the election process in voting precincts and absent voter counting board precincts.
- Challenge a person's right to vote if the challenger has *good reason to believe* that the person is not eligible to vote in the precinct.
- Challenge the actions of the election inspectors serving in the precinct if the challenger believes that election law is not being followed.

GENERAL INFORMATION

- A challenger must be a registered voter in the state of Michigan.
- A challenger may *not* be a candidate for any elective office in the election. (Exception: a candidate for precinct delegate may serve as a challenger in a precinct other than the precinct in which he or she is a candidate.)
- A person appointed as an election inspector at the election may not act as a challenger at any time throughout the course of the day.
- A challenger may be assigned to serve in any precinct or absent voter counting board established in the state. In addition, a challenger may be assigned to serve in any number of precincts.
- A political party, group or organization may not have more than *two* challengers present in a voting precinct or more than *one* challenger present in an absent voter counting board at any time throughout the course of the day.
- A political party, group or organization may rotate challengers assigned to a voting precinct; a challenger assigned to an absent voter counting board must remain in the room in which the absent voter counting board is working until the close of the polls (8 p.m.).
- All challengers must carry an identification card issued by the appointing political party, group or organization. The identification card must show the challenger's name; the name of the appointing political party, group or organization; and the precinct or precincts in which the challenger is authorized to serve. It is recommended that challengers wear an identification badge which bears the words "ELECTION CHALLENGER." Upon entering a precinct, the challenger must exhibit the identification card to the precinct chairperson.
- A challenger appointed to serve in an absent voter counting board is required to take and sign the following oath: "I (name) do solemnly swear (or affirm) that I shall not communicate in any way information relative to the processing or tallying of voters that may come to me while in this counting place until after the polls are closed." The oath may be administered by any member of the absent voter counting board.

THE APPOINTMENT OF ELECTION CHALLENGERS

Political parties may appoint election challengers to serve at partisan and nonpartisan elections. The appointments may be made at any time through the date of the election. A political party is *not* required to follow an application process to appoint election challengers.

An incorporated organization, a group interested in the adoption or defeat of a proposal on the ballot or a group interested in preserving the purity of elections and in guarding against the abuse of the elective franchise may appoint election challengers if authorized to do so under an application process. To apply for appointment authorization, the organization or group must file, not less than 20 days nor more than 30 days prior to the election, the two items below with the clerk of the county, city, township or village where the election will be held.

- 1) A statement which sets forth the organization's or group's intention to appoint election challengers and the reason why the right to make the appointments is claimed. The statement must be signed under oath (notarized) by the chief presiding officer, secretary or any other officer of the group or organization.
- 2) A copy of the identification card which will be carried by the challengers appointed by the group or organization. The identification card must have entry spaces for the challenger's name, the group's or organization's name, the precinct or precincts in which the challenger is authorized to serve and the signature of a recognized officer of the group or organization.

APPOINTMENT AUTHORIZATION APPLICATIONS SUBMITTED BY GROUPS AND ORGANIZATIONS: PROCESSING STEPS

A clerk receiving a challenger appointment authorization application from an organization or group is required to approve or deny the request and notify the group or organization of the decision *within two business days*. A clerk has the authority to deny a challenger appointment authorization application if the group or organization fails to demonstrate that it is qualified to appoint challengers.

If the application is denied, the group or organization may appeal the decision to the Secretary of State within two business days after the receipt of the denial. Upon the receipt of an appeal, the Secretary of State is required to render a decision on the appeal and notify the organization or group of the decision within two business days. Notification of the decision is also forwarded to the clerk who issued the application denial.

Before the opening of the polls, the clerk is required to notify all precincts in the jurisdiction of the groups and organizations that have gained the right to appoint challengers at the election.

CONDUCT STANDARDS

- Challengers must conduct themselves in an orderly manner at all times. A challenger can be expelled from the precinct for unnecessarily obstructing or delaying the work of the election inspectors; touching ballots, election materials or voting equipment; campaigning; or acting in a disorderly manner.
- A challenger is expressly prohibited from threatening or intimidating voters 1) entering the polling place 2) applying to vote 3) entering a voting station 4) voting or 5) leaving the polling place.
- Challenges may *not* be made indiscriminately or without good cause.
- Challengers cannot campaign, distribute literature or display any campaign material (including campaign buttons) in the polls or within 100 feet of any doorway being used by voters to enter the building in which the polling place is located.

- Challengers do not have the authority to approach voters or talk to voters for any reason. Similarly, challengers are prohibited from wearing anything, displaying anything or saying anything that suggests or conveys that they are available to assist voters in anyway or answer questions that voters may have.
- Challengers do not have the right to use video cameras or recording devices in the polling place.
- A challenger is prohibited from wearing or otherwise displaying a button, armband, vest, shirt, hat or any similar items which identifies the organization he or she represents.
- Challengers do not have the authority to place tables in the polls.

RIGHTS OF CHALLENGERS

It is the duty of the precinct board to provide space for challengers which will enable them to observe all election procedures being carried out. In a voting precinct, challengers are permitted to position themselves behind the election inspectors' table. Those present in the polls (including all election inspectors and voters) are expressly prohibited from threatening or intimidating any challengers assigned to serve in the polling place.

Challengers have the right to:

- Examine the voting equipment before the polls open and after the polls close.
- Observe each person offering to vote. (Challengers may *not* observe electors voting.)
- Observe the processing of voters.
- Bring to the precinct board's attention the improper handling of a ballot by a voter or an election inspector; that the 100 foot campaign restriction is being violated; or that any other election law or prescribed election procedure is being violated.
- Inspect the Applications to Vote, Poll Books, registration list and any other materials used to process voters at the polling place. (When exercising this right, challengers may *not* touch the Applications to Vote, Poll Books, registration list or other materials being used by the precinct board.)
- Keep notes on the persons offering to vote, the election procedures being carried out and the actions of the precinct board.
- Remain in the precinct until the precinct board completes its work.

If two challengers are representing a political party, group or organization in the precinct, only *one* of the challengers may hold the authority to challenge at any give time. The challengers may alternate the authority to challenge at their discretion. The challengers must advise the precinct board each time the authority is alternated.

CHALLENGE PROCEDURE: "UNQUALIFIED VOTER"

A challenger has the right to challenge a voter if the challenger has *good reason to believe* that a person who offers to vote is not qualified to vote in the precinct. For example, the voter 1) is not a true resident of the city or township 2) has not yet attained 18 years of age 3) is not a United States citizen or 4) did not register to vote on or before the "close of registration" for the election at hand.

Generally, such challenges are based on research conducted in advance of the election by the challenger or the organization the challenger represents. In other cases, the voter may make a statement regarding his or her age, residency status, registration date or citizenship status when offering to vote that gives the challenger "good reason to believe" that the voter is not qualified to vote in the precinct.

Challenges issued against voters must be directed to the chairperson of the precinct board before the voter is issued a ballot. After the challenge is issued, the chairperson of the precinct board or an election inspector designated by the chairperson is responsible for supervising the challenge to make sure that it is conducted promptly and courteously. (If there are other voters present, the challenged voter can be removed from the line to avoid processing delays.) The challenge proceeds as follows:

- 1) After the challenge is made, the challenged person takes the oath printed below. The oath is administered by the chairperson of the precinct board or a designated election inspector.
 - "I swear (or affirm) that I will truly answer all questions put to me concerning my qualifications as a voter."
- 2) After the oath has been administered, the precinct chairperson or a designated election inspector may question the challenged voter. Election law stipulates that the questions be confined to the person's qualifications as a voter (citizenship, age, residency and date of registration).
- 3) A challenged voter is permitted to vote a specially prepared "challenged ballot" if the answers given under oath prove that he or she is qualified to vote in the precinct. A challenged voter may *not* vote if he or she refuses to take the oath, refuses to answer appropriate questions under oath or is found to be not qualified to vote through the answers given under oath.
- 4) A complete record of the challenge must be entered on the "CHALLENGED VOTERS" page in the Poll Book. The record must include the name of the person making the challenge; the reason for the challenge; the time of the challenge; the name, address and telephone number of the person challenged; and any other pertinent information.

A challenger is not permitted to challenge a voter's right to vote unless the challenger has good reason to believe that the elector is not eligible to vote in the precinct. A challenger does not have the right to issue a challenge based on an "impression" that the voter may not be eligible to vote in the precinct due to the voter's manner of dress, inability to read or write English, perceived race or ethnic background or need for assistance with the voting process. Similarly, a challenger does not have the right to issue a challenge due to any physical or mental disability the voter may have or is perceived to have.

Every effort must be made to ensure that the challenge procedures are properly carried out in the polls as the abuse of the process can have serious consequences including the disenfranchisement of qualified electors, criminal violations and legal challenges over the election results. The precinct chairperson has the authority to expel challengers who abuse the challenge process.

CHALLENGE PROCEDURE: ABSENTEE VOTER AT POLLS

A challenger has the right to challenge any voter issued an absentee ballot who appears at the polls to vote on election day claiming that he or she never received the absentee ballot, lost the absentee ballot or destroyed the absentee ballot.

If such a challenge is made, the precinct inspector handling the challenge issues the voter a ballot which has been prepared as a "challenged ballot" and enters a record of the challenge on the "CHALLENGED VOTERS" page in the Poll Book; the questioning of the voter is not required. (Note: A voter issued an absentee ballot who appears at the polls to vote on election day claiming that he or she never received an absentee ballot, lost his or her absentee ballot or destroyed his or her absentee ballot is required to sign an affidavit to that effect before voting in person. This requirement applies regardless of whether the voter is challenged.)

THE PREPARATION AND ISSUANCE OF CHALLENGED BALLOTS

A challenged voter must vote on a specially prepared optical scan ballot as explained below:

- The election inspector handling the challenge writes the number appearing on the voter's ballot in pencil on the back of the ballot.
- After the ballot number is recorded in pencil on the ballot, the number is concealed with tape and/or a slip of paper as directed by the election official administering the election.
- The election inspector enters the voter's name in the Poll Book.

If the voter is present in the polls, the election inspector issues the specially prepared ballot to the voter. The voter then votes the ballot in a voting station. After the voter has voted the ballot, the ballot is deposited in the tabulator under routine procedure.

If an absentee ballot is involved, the election inspector deposits the specially prepared ballot in the tabulator under routine procedure.

A challenged ballot cannot be retrieved for examination after the election without an appropriate court order.

CHALLENGE PROCEDURE: PRECINCT BOARD FAILS TO AUTOMATICALLY ISSUE A CHALLENGED BALLOT WHEN REQUIRED

Under the circumstances outlined below, precinct boards are required to *automatically issue* a voter who attends the polls a ballot prepared as a "challenged ballot" and enter a record of the challenge on the "CHALLENGED VOTERS" page in the Poll Book:

- 1) A voter who refuses to enter his or her birthdate on the Application to Vote form is required to vote a ballot prepared as a "challenged ballot."
- 2) A voter who enters a birthdate on the Application to Vote form which does not correspond to the birthdate recorded for the voter on the precinct's QVF list is required to vote a ballot prepared as a "challenged ballot."
- 3) A voter who is issued a "provisional ballot" is required to vote a ballot prepared as a "challenged ballot." (In such an instance, the ballot issued to the voter must be prepared as a "challenged ballot" regardless of whether the ballot will be tabulated in the polls or preserved as an "envelope ballot" and held for evaluation after the election.)
- 4) An absentee ballot must be prepared as a "challenged ballot" if the ballot stub is missing or the ballot serial number does not match the serial number recorded for the absentee voter.

If a challenger has reason to believe that the precinct board is not preparing a ballot as a "challenged ballot" when required, the challenger must direct the challenge to the precinct chairperson. If the chairperson rejects the challenge, the challenger has the right to contact the election official in charge of the election to resolve the matter at issue. The election inspectors must enter a complete record of the challenge on the "CHALLENGED VOTERS" page in the Poll Book.

CHALLENGE PROCEDURE: ABSENTEE BALLOTS

If a challenger has reason to believe that an absentee ballot has been submitted by a person who is not qualified to vote in the precinct, a challenge may be made as the ballot is being processed. If such a challenge is made, the election inspector handling the challenge writes the number appearing on the voter's ballot in pencil on the back of the ballot; conceals the number with tape or a slip of paper as directed by the election official administering the election; enters a record of the challenge on the "CHALLENGED VOTERS" page in the Poll Book; and proceeds with the routine processing and counting of the ballot.

CHALLENGE PROCEDURE: ACTIONS OF THE PRECINCT BOARD

If a challenger has reason to believe that the precinct board is not following election law, the actions of the precinct board may be challenged by consulting with the board chairperson. If the chairperson rejects the challenge, the challenger has the right to contact the election official in charge of the election on the matter at issue. The election inspectors must enter a complete record of the challenge in the Poll Book.

CHALLENGE PROCEDURE: ADMINISTRATION OF VOTER IDENTIFICATION REQUIREMENT

Every Michigan voter who offers to vote at the polls must show picture identification or sign an affidavit attesting that he or she is not in possession of picture identification.

As a challenger may challenge election procedures that are not being properly performed, a challenge may be made if an election inspector attempts to issue a ballot to a voter who has not shown picture identification or signed an affidavit. Also, a challenger may challenge the ballot of a voter if the challenger has good reason to believe the person is not properly registered. Consequently, a challenge may be issued if a voter provides picture identification with an address that is different than the address on the precinct's OVF list.

A voter *cannot* be challenged just because he or she is not in possession of picture identification or did not bring picture identification to the polls and signs the affidavit in order to vote. Of course, as is the case with any voter, a voter who is unable to show picture identification can be challenged if a challenger has good reason to believe that the person is not qualified to vote in the precinct.

PENALTIES

Michigan election law provides penalties for the following infractions:

- A person who submits a challenger appointment authorization application on behalf of a group or organization that is not authorized to appoint challengers.
- A clerk who knowingly fails to perform the duties related to the challenger appointment process.
- A person who challenges a qualified elector for the purpose of annoying or delaying the voter.
- A challenged elector who gives false information regarding his or her qualifications to vote.
- An election official or precinct board that prevents a challenger from being present in the polls or refuses to provide a challenger with any conveniences needed for the performance of his or her duties

POLL WATCHERS

An election is an open process that may be observed by any interested person. (However, note that candidates may not remain in the polling place after they have voted because of the possible conflict with the provisions which prohibit campaigning within 100 feet of the polls.) A person who wishes to observe the election process -- who is not a qualified election challenger -- is commonly called a "poll watcher." The qualifications, rights and duties of poll watchers and challengers are contrasted below:

- A challenger must be registered to vote in the state of Michigan; poll watchers do not have to meet this requirement.
- Poll watchers are subject to the same "conduct standards" as challengers.
- A challenger has the right to challenge a person's right to vote and the actions of the precinct board; a poll watcher does not have this authority.
- A challenger may sit behind the processing table; a poll watcher does not have this privilege. (Poll watchers must sit or stand in the "public area" of the polling place where they will not interfere with the voting process.)
- Challengers have a right to look at the Poll Book; poll watchers may look at the Poll Book at the discretion of the precinct board chairperson. A challenger or a poll watcher may *not* touch the Poll Book or any other voting records.
- A poll watcher who wishes to be present in an absent voter counting board must remain in the room in which the absent voter counting board is working until close of the polls (8 p.m.).
- A poll watcher who wishes to be present in an absent voter counting board is required to take and sign the following oath: "I (name) do solemnly swear (or affirm) that I shall not communicate in any way information relative to the processing or tallying of voters that may come to me while in this counting place until after the polls are closed." The oath may be administered by any member of the absent voter counting board.

ELECTION CHALLENGERS AND POLL WATCHERS: SUMMARY OF RIGHTS AND DUTIES

Challengers		Poll Watchers
Must carry credentials issued by appointing authority.	Yes No	
Must be registered to vote in Michigan.	Yes	No
Has the right to challenge a person's eligibility to vote.	Yes No	
Has the right to challenge the actions of election inspectors.	Yes No	
May stand or sit behind processing table.	Yes	No. Must remain in public area.
Has the right to look at the Poll Book and other election materials.	Yes	Yes. But only as permitted by precinct board and when voting process will not be delayed.
May handle the Poll Book and other election materials.	No No	
May use a video camera or recording device in polling place.	No No	
May use a cell phone in polling place.	Yes. If not disruptive.	Yes. If not disruptive.
May wear clothing, button, arm band, vest, etc. that identifies organization he or she represents.	No No	
May place tables in the polls	No	No
Has the right to approach and question voters.	No	No
Can offer assistance to voters.	No	No
May remain in the polling place until the election inspectors complete their work.	Yes Yes	
May obtain the vote results generated in the precinct after the polls close.	Yes Yes	

The equal treatment of competing interests is the cornerstone of fair elections! As a result, any special measures taken in the polls to provide challengers and poll watchers with information on the voters who have participated in the election must be administered in such a way as to ensure equal access to the information by all interested persons.

